



## **Position Description**

### **Program Coordinator, Western Region Alzheimer's Association, Massachusetts/New Hampshire Chapter**

**Full-time (40 hours/week)**

#### **Overview**

Founded in 1980, the mission of the Alzheimer's Association, Massachusetts-New Hampshire Chapter is to eliminate Alzheimer's disease through the advancement of research, to provide and enhance care and support for all affected, and to reduce the risk of dementia through the promotion of brain health. The Association operates out of its main office in Watertown with regional offices in Raynham, Springfield and Worcester, MA, and Bedford, NH. The Massachusetts-New Hampshire Chapter is a founding chapter of the national Alzheimer's Association.

#### **General Statement of Responsibilities**

Working out of the Springfield office under the direction of the Regional Manager, the Program Coordinator will provide caregiver support, education programs and outreach to the community to enhance the Association's services in Western Massachusetts. The Coordinator offers in-depth knowledge of Alzheimer's disease and other forms of dementia through a variety of venues, including the telephone Helpline, family Care Consultations, and training and education programs. Working closely with local consumers, healthcare and business professionals and the Tri-County Alzheimer's Partnership, the Coordinator will raise awareness of the Association and its services and assist in securing resources to support them.

#### **Core Job Responsibilities**

- Provide the Association's core education and support programs for families, including Helpline assistance and Care Consultation
- Promote the Alzheimer's Association as a primary source of information, support, education and advocacy through community outreach to groups such as seniors' clubs and residences, civic groups, businesses, organizations, healthcare facilities and support groups
- Expand availability of quality Alzheimer's care through delivery of training and education programs for healthcare professionals in both community-based and facility-based programs
- Serve as Association liaison to the Tri-County Alzheimer's Partnership
- Assist with securing resources to support services in Western Massachusetts, including The Walk To End Alzheimer's and volunteer recruitment

## **Essential Job Qualifications**

- Bachelor's degree in social work, gerontology, human services or a related field. Master's degree preferred.
- Minimum three years experience working in senior care, community or facility-based programs
- Family counseling or comparable experience a plus
- Experience working with diverse constituencies served in WM, including people with dementia, non-English speakers, rural elderly, and various socio-economic groups
- Bi-lingual in Spanish and English preferred
- Strong communication skills, verbal and written, and comfort with public speaking
- Experience in presenting workshops to general and professional communities
- Proficiency with Microsoft Office applications

## **Key Professional Attributes & Special Requirements**

- Must be a self-starter with ability to function as a member of a team
- Ability to prioritize and manage multiple tasks in a fast-paced environment, strong decision-making skills
- High level of integrity, diplomacy and initiative
- Ability to anticipate, analyze and take advantage of growth opportunities
- Familiarity with four counties of western Massachusetts
- Ability to provide occasional evening and weekend services
- Ability to travel throughout region and occasionally statewide to deliver programs
- Experience working in medium-sized nonprofit health organization

**TO APPLY – please send cover letter and resume to:**

Kathryn Hedgepeth  
Vice President for Programs and Regional Offices  
Alzheimer's Association, Massachusetts-New Hampshire  
264 Cottage St.  
Springfield, MA 01104  
Or email [adminmanh@alz.org](mailto:adminmanh@alz.org)

**NO PHONE CALLS, PLEASE.**