

ADPI PROJECT COORDINATOR

DEPARTMENT: Creative Connections

SUPERVISOR: Creative Aging and Partnerships Officer

Approved by: Chief Executive Officer

Date:

FLSA: Exempt

POSITION SUMMARY

Provides oversight and coordination of the ACL funded Alzheimer's Disease Programs Initiatives (ADPI) Project. Leads a diverse team of expert community partners in implementing a multi-faceted project designed to expand and improve existing dementia capable systems in Forsyth County. Project Coordinator must be a creative and organized team leader who is comfortable working with diverse people from every walk of life. Enjoys working within a mission-driven, results-focused and community-oriented organization. Must be able work independently, under pressure at times and handle a wide variety of activities.

QUALIFICATIONS**Education, Experience, Training:**

Master's degree or comparable experience preferred. Experience as a project manager and working in aging and/or with people living with Alzheimer's disease or related dementias desired. Non-profit work experience a plus. Experience working and reporting on federally funded programs and with diverse populations. Experience working with the faith community partners and other organizational entities and conducting community outreach to targeted populations required.

Knowledge, Skills, Ability:

- Strong administrative and organizational skills that reflect the ability to perform and prioritize multiple tasks
- Knowledge of Microsoft Teams and Zoom. Proficient in Microsoft Office (Outlook, Word, Excel and Power Point), and Adobe Acrobat
- Excellent verbal and written communication skills
- Demonstrated ability to effectively lead a team, work with external partners and function independently
- Effective public speaker and educator comfortable using a variety of teaching methodologies
- Knowledge of Alzheimer's disease and related dementias (ADRD)
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast-paced environment

Physical Requirements:

Sedentary work with some driving. Repetitive motion, close visual acuity, talking, listening, making presentations. Not substantially exposed to adverse environmental conditions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develops and implements a targeted outreach and dementia education plan focused on people who live alone, high risk populations and family caregivers
- Convenes monthly ADPI Partner meetings and other meetings as necessary and appropriate to ensure all ADPI partners are well informed concerning project activities, goals, data collection and outcomes

- Creates with the input of ADPI Project Partners, a Data Collection Schedule and an Activity Matrix outlining Project tasks, responsibilities, and deadlines to be reviewed at every meeting
- Monitors ADPI Project progress and milestones to ensure partner accountability and that deadlines are met
- Works collaboratively with ADPI Project Partners to conduct outreach in African American and Hispanic faith communities, the Boston-Thurmond neighborhood and other at-risk and historically underserved communities
- Works collaboratively to plan and implement educational events/memory fairs, presentations, and participation in cultural festivals.
- Writes and submits semi-annual data and narrative reports
- Ensures that Project deliverables are completed on time
- Assists third-party evaluator with writing final project report
- Gives presentations on Project outcomes as necessary

SUPERVISORY RESPONSIBILITIES

While responsible for Project oversight and the coordination of Project partners and activities, the ADPI Project Coordinator is responsible for own work only.

AUTHORITY/ACCOUNTABILITY

Responsible for managing priorities. Must be able to function in a team and maintain cooperative working relationships with internal and external constituents. Responsible for handling confidential information with discretion. Works collaboratively with federal program officers, the Creative Aging and Partnerships Officer, Senior Services' CEO and COO and other colleagues to ensure Project requirements are met.

PROBLEM SOLVING

Must be able to proactively problem solve, and resolve issues related to workflow, scheduling, etc.