

# **Job Posting**

## **Alzheimer Society of Canada**

**The Alzheimer Society's** vision is a world without Alzheimer's disease and other dementias. Our mission is to alleviate the personal and social consequences of Alzheimer's disease and related dementias and to promote research.

### **OUR VALUES**

**Collaboration Accountability Respect Excellence**

The Alzheimer Society is an equal opportunity employer, and we are dedicated to building a workforce that reflects the diversity of our communities in which we live and serve. We are also committed to inclusive, barrier-free recruitment and selection processes in accordance with the Human Rights Code and AODA and encourage applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

### **Operations Specialist, Research & Knowledge Translation and Exchange (One-Year Contract)**

**Reports to:** Chief Research and Knowledge Translation & Exchange Officer

**Supervises:** N/A

#### **Job Summary**

Reporting to the Chief Research & Knowledge Translation and Exchange (KTE) Officer, the Operations Specialist, Research & KTE, is responsible for supporting the operationalizing of nationwide support services and education program priorities in achieving the agenda of addressing the needs of people with lived experience.

#### **Essential Duties and Responsibilities:**

National Support Services, Standards and Best Practices:

- Supports the Chief Research & KTE Officer to research, scope, plan and operationalize programs, products or projects that are national in scope
- Work with a proposal writer and the Chief Research & KTE Officer to develop pre-proposals through to full proposals for partner discovery meetings, funding requests and reporting requirements
- Works in collaboration and consultation with federation partners across the country (including Alzheimer Society Services, Information and Supports Team - ASSIST) to inform program scope
- Provides resource and technical support to facilitate the collection, analysis, and utilization of data to develop evidence-informed resources, programs, and tools
- Supports recommendations about the relevance, progress or success and cost-effectiveness of services and/or to inform future services decisions.
- Supports promotion of support services, standards, and best practices

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## Knowledge Support & Transfer:

- Serves as a knowledge and information resource (both internal and to Members)
- Maintains current, in-depth knowledge of content required for data measures, program evaluation and best practices

## Capacity Building:

- Supports the Chief Research & KTE Officer to build capacity within the Federation to evaluate deliver and support services, programs, and education
- Collaborates in the identification, cultivation and nurturing of other strategic alliances and partnerships across departments and externally

## Job Qualifications

### Education:

- Degree in Health Sciences, Public Health and/or related discipline an asset
- An equivalent combination of education and experience will also be considered

### Experience:

- Two (2) years related practical experience
- Experience in a multi-level, not-for-profit organization preferred
- Experience with data management, evaluation, and standards of good practice preferred
- Experience with program development and evaluation preferred

### Other Knowledge, Skills, Abilities or Certifications:

- Excellent strategic thinking, with the ability to understand a broader vision within a complex environment
- Excellent analytic and research skills
- Ability to support building consensus within a group, harness knowledge of new & interesting ideas and distill it into a product or program development plan
- Excellent written, verbal and listening skills
- Excellent organizational and time management skills
- Ability to network and develop meaningful contacts within the community
- Ability to develop & write policies and process documentation
- Excellent computer skills in MS Word, MS Access, Excel and PowerPoint and other appropriate software
- Ability to work as part of a team, with diverse staff across country to identify needs, develop materials, support delivery and evaluation of support services and education
- Depth of knowledge of Alzheimer Disease and related dementias (clinical, pharmacology, research, clinical, caregiving), including an in-depth knowledge of content a significant asset

### Commitment to Equitable Recruitment

The Alzheimer Society welcomes those who have demonstrated a commitment to upholding the values of equity and social justice and we encourage applications from members of groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit peoples, Indigenous peoples of North America, Black and persons of colour, persons with disabilities, people living with dementia, care partners and those who identify as LGBTQ2S+.

# Job Posting

**COVID-19 Vaccination**

The Society requires that you be fully vaccinated for COVID-19, subject to any accommodation obligations you may have under human rights legislation.

We thank all who apply, but only those selected for an interview will be contacted.

**Please submit your resume and cover letter to:** [resumes@alzheimerssc.org](mailto:resumes@alzheimerssc.org)

Please include the 'Job Title' in the subject line.

**Closing Date: March 18, 2022**