POSITION TITLE: Education Program Manager
REPORTS TO: Director of Community Programs

GENERAL SUMMARY:
This position is responsible for developing, managing and implementing an education and outreach strategy for the Alzheimer's Association, Greater Missouri Chapter, a volunteer-powered organization. The position goal is to significantly expand the reach of Alzheimer's Association Community Programs through partnership building and volunteer resources throughout the 96-county service area.

Measureable outcomes are increased consumer education, volunteer recruitment and retention, expansion of community-based programs and sustainable, regional partnerships with emphasis on reaching minority, high risk and underserved populations.

CORE CHARACTERISTICS AND COMPETENCIES REQUIRED:
- Demonstrated success managing volunteer-led community education programs with experience in recruitment, training, engagement, supervision and evaluation of volunteers.
- Demonstrated success building strong partnerships and increasing services to communities that have had low participation.
- Demonstrated success as a community health educator for consumer and professional audiences with solid knowledge of constituent needs and best practices.
- Demonstrated success in community event planning and execution.
- Demonstrated success working with diverse populations, volunteers, staff, and external contacts to build and maintain successful teams.
- Excellent ability to communicate in person, print, and electronically to variable audiences.
- Ability to anticipate, identify, organize and/or analyze growth opportunities and make programmatic recommendations to Chapter leadership.
- Ability to work under pressure and manage multiple projects at once
- Ability to coach and develop volunteer talents
- Ability to analyze information and make timely, appropriate decisions
- High level of integrity, diplomacy and initiative

ESSENTIAL JOB FUNCTIONS:
Community Program Implementation and Evaluation (75%)
- Lead the planning and implementation of Alzheimer's Association community education programs across the 96-county service area.
- Manage and assure quality program delivery and growth of diverse attendances at Alzheimer's Association Education programs. Assure compliance with Core Services Quality Evaluation Initiative for education programs.
- Engage, train and manage relationships with volunteer positions to expand community visibility and service delivery in the 96-county service area, especially among minority, high risk and underserved populations.
- Create ongoing volunteer training/education program on dementia-specific topics for volunteers.
- Conduct annual performance evaluations of volunteer positions.
- Evaluates and reports effectiveness of volunteer program and prepares recommendations for continuous improvement. Monitor volunteer program outcomes and results to reinforce organizational accountability.
In collaboration with Director of Community Programs, develop chapter-wide recruitment plans and strategies.

**Community Partnerships (20%)**
- Develop and/or maintain sustainable community partnerships and volunteer supporters that increase utilization of care and support services.
- Analyze service data to identify gaps in rural delivery and create opportunities to expand education and support programs.

**General chapter responsibilities (5%)**
- Cultivate and recruit supporters for chapter fundraising events like Walk to End Alzheimer’s and Longest Day.
- Provide day-of support at a minimum of three Walk to End Alzheimer’s and Longest Day Events, as needed.
- Maintain monthly reports, service statistics and grant-related paperwork.
- Attend chapter meetings and special events as scheduled.

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**MINIMUM REQUIREMENTS:**

- **Education:** Bachelor’s degree in Education, Social Work, Public Health, or related field. Master’s degree preferred
- **Experience:** 3-5 years program development / volunteer management
- **Demonstrated history of health education, community program development, strong public speaking skills and an understanding of adult learning principles**
- **Proficiency with Microsoft Office applications (especially Word & Excel) and Google; ability to learn donor and service user software**

**WORKING CONDITIONS:**

- Office located at St. Louis chapter office; services provided throughout 96-county chapter area. Estimated time traveling is 25-30%.
- Position operates in a flexible work environment and requires travel throughout the service area and flexibility to work evenings and weekends to meet community needs
- Position utilized laptop, LCD projectors and cell phone
- Ability to carry up to 25 lbs of equipment and supplies

This job profile in no way states or implies that these are the only duties to be performed by the jobholder. He/she will be required to follow any other instructions or perform any other duties as requested by his/her supervisor or manager. This is not meant to be an exhaustive list of job duties. Essential elements may change when necessary.

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Employee’s Signature  
(I have reviewed and discussed the content of this job description with my supervisor)  
Date

Supervisor’s Signature  
(I have reviewed and discussed the content of this job description with my employee)  
Date