

# Job Posting

## Alzheimer Society of Toronto

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.

### Digital Project Coordinator (One-Year Contract)

**Reports to:** Chief Operating Officer

**Supervises:** n/a

### Job Summary

Reporting to the Chief Operating Officer, the Digital Project Coordinator will be responsible for managing the planning, development, and implementation of digital projects within Alzheimer Society of Toronto (AST). This role will oversee all aspects of digital projects, including liaising with an App developer, working with Alzheimer Society of Ontario (ASO) for Electronic Medical Record (EMR) transformation and supporting the deliverables of a Trillium grant.

### Essential Duties and Responsibilities:

Manage multiple projects to advance the Society's strategic priorities identified in strategic and annual business plans for Alzheimer Society of Toronto (AST) and Alzheimer Societies in Ontario (ASiO) including:

- Management of detailed and integrated project plans, project schedules and timelines, coordination of project resources and their specific project responsibilities, tracking project deliverables including all required project documentation
- Conducting analysis of the projects' business needs and requirements
- Coordination of system requirements, data collection, and communications to project stakeholders
- Oversight of project deliverables
- Monitoring and reporting on project progress, risks/issues, project budgets and solutions to stakeholders
- Implement and manage project improvements/changes
- Coordinate beta user feedback and iterative improvement to features
- Manage overall app roadmap of future updates and releases
- Deliver project evaluations and learnings

# Job Posting

## Database Transition Management

- Work with the Alzheimer Society of Ontario to support data transition deliverables
- Work with Program staff to update processes to implement new database
- Develop database guide to coordinate internal processes
- Facilitate database training for program users
- Manage the development and approval of recommended database functions, structure, coding, reporting and processes with external vendor and leadership

## Project Management

- Manage relationship with App developer in completing each deliverable by deadline
- Develop, coordinate, and facilitate internal and external testing groups
- Prepare and deliver project status updates
- Liaise with vendor as required

## Job Qualifications

### Education:

- Post-secondary degree or equivalent from an accredited college or university
- An equivalent combination of education and experience will also be considered

### Experience:

- 5 - 7 years of experience in managing large-scale, multi-stakeholder projects
- Previous experience coordinating technology and business application implementations; asset if in a healthcare environment
- Minimum 5 years of experience with healthcare client database system
- Experience in AlayaCare an asset

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

- Excellent organizational and time management skills
- Superior communication skills
- Excellent writing skills for various communication channels
- Ability to take initiative and use independent judgment to solve and/or respond to requests for information
- Ability to work as a team member
- Strong client orientation with client-friendly problem resolution skills
- Ability to maintain confidentiality and meet deadlines
- Excellent attention to detail
- Supervisory training or equivalent experience in managing staff considered an asset
- Exceptional computer skills with good working knowledge of MS Office, and surveying applications
- Understanding of dementia and/or caregiver role considered an asset

### Commitment to Equitable Recruitment

The Alzheimer Society recognizes the value and dignity of each individual and ensures everyone has genuine, open, and unhindered access to employment opportunities, free from any barriers, systemic or otherwise. We are dedicated to building a diverse and inclusive work environment, where the rights of all individuals and groups are protected and all members feel safe, respected, empowered, and valued for their contributions.

## Job Posting

Our values include **justice** and **connection** and are the guideposts we use for decision-making of all kinds. We believe that this will guide the organization toward a place of inclusion for all - where equity and access to essential supports and services becomes the reality.

We are committed to inclusive, barrier-free recruitment and selection processes in accordance with the Human Rights Code and AODA. The Alzheimer Society welcomes those who have demonstrated a commitment to upholding the values of equity and social justice and we encourage applications from First Nations, Inuit and Métis, 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+.

### **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: June 24, 2022**