

Education Events Manager

This position will be responsible for managing the development and delivery of educational programs and events.

Essential Job Functions:

1. Plans and manages annual premier dementia conference
 - Recruit regional and national experts as keynote and breakout session speakers, and provide ongoing speaker support
 - Lead conference planning committee
 - Assist with the development of conference content
 - Oversee conference logistics
 - Manage, in conjunction with the Vice President of Programs, Marketing Director and / or Volunteer Director, the development and implementation of the following:
 - i. Marketing plan
 - ii. Save-the-date postcards, conference brochure and program content and dissemination
 - iii. Staff and volunteer training needs & assignments
2. Manages the delivery of community, family and professional education in the central office service area as well as working with regional center staff to promote the delivery of effective educational classes.

Duties include:

- Recruit and supervise consultants, adjunct faculty, community instructors/volunteer educators for professional and community education classes and events
 - Arrange continuing education opportunities for program staff, consultants and volunteers
 - Manage education class promotion, registration, and delivery
 - Manage education program content on the website
 - Develop and manage education budget
 - Work with grants manager to secure funding for education programs
 - Manage education-related grants
3. Develops partnerships with community organizations and care providers to expand education goals.
 4. Evaluates all education programs, reports results to staff, and uses constituent feedback to improve services.