



Stronger Together – Creating Dementia Inclusive Communities

Job title	<i>Project Coordinator</i>
Reports to	<i>Project Manager</i>

Job purpose

The Project Coordinator (PC) will assist with initiating, planning, executing, monitoring, evaluating and closing of the Stronger Together: Making Ottawa and Renfrew County Dementia Inclusive project.

This position will involve collaboration with the project team members and a variety of inter-agency collaborative partners. This person thrives in a fast-paced and changing environment, loves organizing, paying attention to the details, comfortable with ambiguity, and will ultimately contribute to making Ottawa and Renfrew County more dementia inclusive.

Key Responsibilities

- Participate in activities that promote the goals of the project.
- Attend meetings with project team members, department heads and key stakeholders to validate project scope, budget and schedule
- Monitor project status against goals, prepare timely updates and report to relevant stakeholders, committees and/or working groups including schedule, budget and impending actions; identify and resolve issues
- Assist in planning, scheduling and tracking project timelines and milestones using appropriate tools and in conjunction with agreed-upon deliverables
- Work collaboratively with cross functional teams to coordinate deliverables; ensure teams are on task and project deadlines are met
- Liaise with project stakeholders on an ongoing basis and ensure adequate participation in all phases of the project to ensure project success



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- Assist as a subject matter expert to support all phases of project life cycle. Deliver and/or participate in workshops, training sessions, presentations and meetings
- Conduct project post mortem and create a Playbook of Lessons Learned/Project Close report to identify project practice successes and areas for improvement
- Develop surveys, analyzing data and measuring impact of activities on communities – are they more dementia-inclusive?
- Work in consultation with people living with dementia and their caregivers to create a dementia inclusive community and identify priorities in creating dementia inclusive environments in the local community
- Builds credibility, develops positive relationships and collaborates with key internal and external stakeholders and multi-agencies to take the Dementia Inclusive Communities project forward in the designated communities
- To coordinate and manage the local community meetings, including setting agendas, creating an action plan, booking a venue, distribution of meeting notes etc.
- Attends monthly meetings
- Creates a draft work plan
- Identifies initial community supports and resources available in the community
- Liaises with key stakeholders including library, community association centres and other locations to identify potential spaces for education sessions in the community
- To create a framework in which local community activities, meetings and events are structured so that they can be self-sustaining once the support of the post is withdrawn

Project Management

- To promote the work both locally and nationally and support the development of dementia inclusive communities
- To undertake any other duties or projects with the nature and grade of this post as required

Education and Training

- Reviews toolkits from other areas to support development of training materials
- Collaborates with key stakeholders to develop training materials



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- Carries out surveys of businesses and other local community organizations to gauge interest in training
- Follows up with interested business and other local community organizations for training
- Creates training calendars
- Tracks local businesses and other organizations who would like training and have received training
- Organizes and executes relevant training sessions in the local community
- Promotes better understanding of dementia across communities, in order to reduce stigma and discrimination and promote independence for people living with dementia
- Share best practices as well as support dementia awareness raising activity and/or training

Resource Development

- Identifies champions for carrying out further training sessions to support sustainability of the Dementia Inclusive Community
- Engages and develops a network and database of volunteers

Communication/Knowledge Translation

- Updates Communications plan
- Facilitates knowledge dissemination to highlight progress made on the Dementia Inclusive Communities initiative through writing items for newsletter or other communication mechanisms; this could include a monthly Dementia Inclusive Communities bulletin for website and other websites deemed appropriate
- Works in collaboration with multi agencies to organize events which will raise the profile of the Stronger Together project.
- Occasional evening work giving presentations to interested parties eg: Community Associations

Governance

- Reports project progress to the Advising committee (if applicable)

Evaluation and Sustainability



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- Develops evaluation plan with the Project Manager
- Establishes systems for monitoring and evaluating the work of the community
- Report evidence of good practice, success stories and areas of risk
- Develops survey questions
- Writes final report jointly with PM
- Ensure communities are set up and sustainable once the support of the Coordinator post is withdrawn

Additional Responsibilities

- To comply with data protection regulations, ensuring that information on specific individuals remains confidential

Direct reports

None

Approved by:	
Date approved:	<i>Date upon which the job description was approved</i>
Reviewed:	<i>Date when the job description was last reviewed</i>

This description is intended to indicate the kinds of work duties that will be required in this position. It is not intended to limit, or in any way modify, the rights of any supervisor to assign, direct, and contract work of staff under his/her supervision. The use of a particular illustration describing duties shall not be held to exclude other duties, not mentioned, that are of a similar level or difficulty.