



**Phinney Neighborhood Association
Memory Loss Program Coordinator Job Announcement, 25 hours a week
June 2021**

Phinney Neighborhood Association Mission

The mission of the [Phinney Neighborhood Association \(PNA\)](#) is to build, engage, and support our diverse community through programs, services, and activities that connect neighbors and foster civic engagement.

Position Overview

The PNA is committed to building a culture of equity and inclusion, believing that a diversity of staff, Board, and programming is essential to achieving our mission. We are looking for someone who is willing to work with *and* challenge this organization and the community to be our most respectful, accepting, and sympathetic selves.

This is a 25 hour per week position that will focus on developing, coordinating, and facilitating the Gathering Place, a twice weekly enrichment program for people living with Early Stage Memory Loss (ESML). Additional duties will include initiating and administering additional memory loss programs and doing outreach on behalf of the memory loss program at the Greenwood Senior Center (GSC) and online. This position reports to the GSC Social Worker.

Essential Responsibilities

- Develop curriculum, facilitate, and administer the 3-hour Gathering Place program twice a week
- Maintain participant and program notes
- Consult with the social worker to assist as needed with participant intake, transitions, and referrals to other programs
- Obtain all materials and supplies needed for programs
- Coordinate and supervise program volunteers and instructors
- Develop and maintain community partnerships and liaise with community organizations that offer arts and cultural enrichment opportunities
- Support additional memory loss programs
- Assist with planning new memory loss programs
- Research innovative cognitive fitness activities and integrate new ideas
- Maintain a working knowledge of relevant memory loss programs in the community and help represent the senior center at city-wide dementia-friendly programming and events
- Represent Memory Loss program in community settings and at conference and workshops

Qualifications

- Education or experience working with people living with dementia required
- Minimum Bachelors in Social Work or BA in a related field with professional experience with elders
- Minimum two years of experience in small group facilitation or teaching
- Minimum two years of program management
- Organized with strong communication skills

- Team player who is also confident working independently
- Experience coordinating and supervising volunteers
- Able to pass a criminal background check
- Ability to lift 25lbs, including room set-up and take down

Compensation

This is a 25 hour per week Monday through Friday. **Flexible during the hours of operation** as this position will have some online and in-person programs. Position paying \$20.50-22.50 per hour DOE. Benefits include: health insurance; 401(k) plan with employer match; long-term disability insurance; a flexible spending account; self-paid Aflac products; a free PNA household membership with reduced costs for classes and room rentals; 3 weeks personal time off the first year, increasing annually; Christmas Eve – New Year’s Day off; and 8 paid holidays (total paid time off first year: 5.5 weeks). We offer a convivial, positive, and flexible working environment. The PNA is an Equal Opportunity Employer working towards a culturally-diverse work place. Applicants representing the diversity of our community are encouraged to apply.

About the Phinney Neighborhood Association

Headquartered in a former elementary school, the PNA has developed an active community center that not only serves as a focus of the Phinney/Greenwood neighborhood, but offers programs and activities that reach far beyond the immediate neighborhood, at five different sites in Phinney, Greenwood, and Ballard. Current programs include four preschool cooperatives, a licensed preschool and school age program at Whittier Elementary School, a hot meal program, the Greenwood Senior Center, PNA Village, an art gallery, a tool lending library, a business membership program, family memberships, room rentals, and countless special events that bring friends and neighbors together. We co-sponsor a summer farmers market and weekly contra dancing and folk music concerts. The PNA serves over 27,000 people each year, has 60 staff, 1,300 volunteers, and an annual budget of \$2.5 million.

To Apply

Please email a cover letter indicating your interest, how you meet the minimum qualifications, and a resume to apply@phinneycenter.org. Preference will be given to candidates who apply by Thursday, July 12 at 5 pm.

Questions can be directed to Cecily Kaplan at cecily@phinneycenter.org