



# United Way OF THE GREATER LEHIGH VALLEY

## United Way of the Greater Lehigh Valley Job Posting

### Manager, Age Friendly Lehigh Valley

Department: Impact

Supervisor: Director, Community Hubs

Status: Exempt, Full-time

Location: UWGLV Office

Grant funded position, funding ends: June 2030

Salary range: \$51k - \$56k

#### **Position Description**

This role will take action to build a dementia-friendly community that fosters increased quality of life for people living with dementia and their caregivers. Actions include decreasing stigma related to dementia, increasing opportunities for meaningful social interaction for people living with dementia, increasing early dementia diagnosis, and providing support in addressing the changing needs of people living with dementia. Signature programs include Savvy Caregiver, Project Lifesaver, Mental Health Training, and Respite Care. *This is a grant funded position, funded until June of 2030 and may end then should funding cease.*

#### Accountabilities:

##### **1. Advocate for and promote Age Friendly LV and specifically a dementia friendly LV (50% of time):**

- Identify and build relationships with community leaders, healthcare partners, health bureaus, law enforcement agencies and advocate for activities, policies and investments that support the initiatives.
- Become a Dementia Friends Champion and deliver programming to professionals, caregivers, community members and students.
- Partner with the Alzheimer's Association to reach 250 caregivers per year and maintain the community partnership agreement as appropriate.
- Co-produce / provide content for marketing materials & digital promotions.
- Table events in community and maintain the tabling promotional materials.
- Participate with Dementia Friendly LV, attend meetings, and collaborate on events.

##### **2. Schedule, coordinate and track community conversations and trainings (20% of time):** in collaboration with other leads, including social emotional, mental health, savvy caregiver trainings, workshops, support groups and facilitator coaching

##### **3. Manage grants (10% of time):** manage and build relationships with grant partners (Fleming Foundation and Alzheimer's Association Foundation), ensure compliance with grant deliverables, collect data and prepare monthly activity and data reports, and provide progress updates as needed.

##### **4. Expand impact of Project Lifesaver (5% of time)** with first responders, healthcare providers and other service providers.

##### **5. Implement respite care pilot (5% of time):** to provide relief to caregivers. Plan and host caregiver summit in year 4 of the grant.

#### **Work Experience and/or Education Required**

1-plus years of work experience in non-profit and/or health and human services in a range of the following: administrative, program management, community engagement or project management. Relevant experience in other sectors or related education considered in lieu of work experience.

#### **Skills Required**

- Passion for and interest in supporting older adults with an understanding of gerontology
- Demonstrated experience in tactical project management and coordination.

- Ability to communicate effectively in English verbally and in writing including presentations to groups both in person and virtually
- Strong skill set in entering, managing and analyzing data
- Proficient in the latest Microsoft Office Environment (Word, Excel, PowerPoint, Outlook, MS Teams), and Basecamp.
- Fluent in spoken and written Spanish preferred
- Understanding of and commitment to the mission, vision, and goals of United Way.

Reasonable accommodations may be made to enable individuals to perform the essential functions. United Way of the Greater Lehigh Valley is an equal opportunity employer.

#### ***Benefits Package***

In addition to the base pay and annual increases this position is eligible for a full benefits package including subsidized medical, vision and dental insurance, fully paid life and ltd insurance, a 401k retirement plan with employer contributions and a generous paid leave policy.

#### ***Work Location & Schedule***

This position is based in person at the UWGLV office in Allentown, PA for at least 60% of the work schedule. In person meetings at various locations in Lehigh, Northampton, and Carbon counties are regularly occurring and may be on weekends or during the evening.

#### ***Apply Here***

<https://my.career.place/static/jobs/manager--age-friendly-lehigh-valley-cml87et293spw0jlczq3w2g92?source=uwqlv>