

Assistant Executive Director

Company – Alzheimer’s & Dementia Services of Memphis, Inc.

Posting date – June 28, 2019

Alzheimer’s & Dementia Services of Memphis (ADS) is looking for an experienced Assistant Executive Director to serve as a strategic member of the management team. As Assistant Executive Director the duties include center operations and community outreach. Information about program at www.adsmemphis.org.

Working with the Executive Director and Board of Directors, this person will:

- Overseeing operations, which includes working with Executive Director and Site Coordinators with daily operations at both centers and yearly licensing.
- Reporting to Managed Care Organizations for CHOICES, VA, and Midsouth Food Bank.
- Engage the public to create awareness and educate the community on Alzheimer’s disease, caregiving for a person with dementia, and the mission and needs of ADS.

Requirements:

- 3-5 years in administrative experience. Masters preferred. Knowledge of the Memphis community.
- Excellent writing and communication skills
- Proficient in Word, Excel, Outlook, publishing programs, and computer databases.

Send cover letter, resume and salary and benefit requirements to Ruthann Shelton at info@adsmemphis.org.