# Phase 1: Community Coordinator Job Description

To foster a dementia friendly community, communities need to identify a local coordinator to help convene interested stakeholders and manage the logistics of the community toolkit effort. This job is likely a .25-.40 full time equivalent (FTE) commitment and can be a shared role.

**Responsibilities:**

* Find capable and willing volunteers and engage them in the process.
* Coordinate the convening of a community kick-off event that includes a broad range of community stakeholders.
* Coordinate the convening of an action team.
* Coordinate community engagement, data synthesis, goal setting and implementation of an action plan.
* Convene and facilitate regular meetings of the action team over the course of the initiative.
* Help educate internal (within team members’ organizations) and external stakeholders about dementia and how it impacts *everyone* and all community sectors*,* and educate of how the Dementia Friendly Community Toolkit can help prepare your community.
* Generate awareness, engagement, and enthusiasm about the initiative.
* Serve as the “point person” in the community to disseminate information about the dementia friendly community effort.
* Coordinate a community event to share findings from the community engagement process and determine priority goals.
* Support community action plan work as it emerges.