Summary

The Tourette Association of America is seeking a Communications Associate to serve as a member of the Development and Marketing team. Responsibilities include assisting with the implementation and development of National marketing initiatives, advertising, social media communications, branding, website content, as well as internal and external communications to advance the TAA’s mission. The Communications Associate will offer a fresh attitude toward social media, program marketing, flyers, email campaigns, website and other graphics, and videos while maintaining the Tourette Association of America’s brand.

Reporting to the Marketing and Development Manager, the Communications Associate will also work closely with senior leadership team members as needed.

Duties and Responsibilities

- Assist in the development, coordination and dissemination of development and marketing support materials across various channels.
- Assist in the copywriting and editing of marketing materials, including content for social media, website and printed materials.
- Regularly update and maintain website content.
- Facilitate various marketing, direct mail, and e-mail campaigns ensuring timely and quality implementation of all related tasks in conjunction with the Development and Marketing Manager.
- Monitor the company’s social media and online presence and ensure all digital and social channels are synchronized in terms of content, messages and design.
- Assess and report on the effectiveness of communication strategies as needed.
- Contribute to a 12-month content calendar based on special events and awareness months.
- Send pitches to local and national media outlets.
- Connect media with appropriate members of TAA staff, Chapters, and Support Groups for interviews.
- Reach out to blogs and other media about event listings and awareness calendars.
REQUIREMENTS:

- Bachelor’s Degree in Marketing, Communications, English, Public Relations or Journalism.
- A minimum of 2-3 years’ working in a professional setting or internship experience.
- Proficiency in Adobe Design Suite, WordPress, HTML, and video editing programs.
- Adept at using a wide range of social media platforms including Facebook, Twitter, YouTube, Google+, Instagram, LinkedIn, Pinterest etc.
- Must have excellent writing and editing skills.
- Capable of thinking creatively and analytically.
- Be able to communicate clearly and effectively.
- Strong time-management, organizational skills, and attention to detail.
- Works well with a variety of different individuals.
- Possesses solid problem-solving skills.

ORGANIZATION’S MISSION

Founded in 1972, The Tourette Association of America is the premier national non-profit organization working to make life better for all people affected by Tourette and Tic Disorders. We do this by:

- Raising public awareness and fostering social acceptance.
- Working to advance scientific understanding, treatment options and care.
- Educating professionals to better serve the needs of children, adults and families challenged by Tourette and Tic Disorders.
- Advocating for public policies and services that promote positive school, work and social environments.
- Providing help, hope and a supportive community across the nation.
  
  Empowering our community to deal with the complexities of this spectrum of disorders.

HOURS/DAYS: M-F 9a-5p, Nights and weekends may be required.

LOCATION: National Headquarters located in Bayside, Queens on Bell Boulevard, blocks from the LIRR.

APPLY: Visit tourette.org/about-us/careers/ to submit cover letter and resume.