



Job Title: Manager of Programs/CDC CO-Ag PD

Reports to: Director of Programs

FLSA Status: Exempt

About the TAA:

Founded in 1972, the TAA is dedicated to making life better for all individuals affected by Tourette and Tic Disorders. The premier nationwide organization serving this community, the Association works to raise awareness, advance research, and provide on-going support. The TAA directs a network of 32 Chapters and support groups across the country. The TAA also recognizes 9 Centers of Excellence, across 16 institutions around the country.

Job Description:

The Manager of Programs will report to the Director of Programs and will serve as the Project Director (PD) of the CDC Cooperative Agreement and will oversee planning of program activities that includes execution of the project timeline, work plan and budget. Other responsibilities include managing the development and monitoring of all program evaluation activities, including accurate data collection, recording, and reporting. The Manager of Programs will be expected to think critically, creatively, act professionally and work both independently and collaboratively with other team and staff members across the organization to achieve program goals. This person should show initiative and the ability to simultaneously manage various program activities and prioritize tasks effectively. Some assignments may require extended hours including evenings and weekends. Travel may also be required.

The Manager of Programs will be responsible for the following activities:

TAA-CDC Partnership:

- Serve as Project Director and execute day-to-day operations of the Tourette Association – CDC Partnership Program, managing the development and implementation of program activities and initiatives for physicians, allied health professionals, educators, families, and individuals on Tourette Syndrome through various live programs, conferences, web-based seminars, resource production and dissemination, etc.
- Work with the Finance Department to ensure the budget is up to date, accurate, accounts for all costs and that budget spend and forecasts remain in line with the budget approved by the CDC, including participation in budget planning discussions in regard to the CDC Partnership programming.
- Develop all submissions required and needed for the CDC cooperative agreement, including application for new cooperative agreement every 5 years, annual reporting, budget and other updates and annual applications among others, and submit after proper



internal review/approval by the Director of Programs, VP Public Policy, Finance Department and President/CEO.

- Ensure compliance with all program-related policies and parameters within TAA and with the TAA-CDC Cooperative Agreement.
- Lead communications and provide regular updates with the CDC Department and Association staff for the TAA-CDC Cooperative Agreement,

Program Responsibilities

- Manage the program evaluation activities, including data collection and analysis, for the purposes of monitoring, reporting, improving program processes and impact and provide assurances that program records are secured, maintained and communicated.
- Analyze and synthesize information from multiple sources to recommend initiatives to the Director of Programs and to help inform the decision-making process and address unmet needs.
- Develop, coordinate logistics, and implement provider education initiatives, including for physicians, allied health professionals, and educators through various live presentations, conferences, exhibits, and other platforms such as webinars, social media channels, and other online education resources. Engage with appropriate program presenters and contributors, as well as other key stakeholders, regarding activities and program content.
- Manage planning and logistics for the TAA-CDC small grants program.
- Manage logistics with exhibits/trade shows and the online support group series.
- Ensure accurate data collection and management, recording, and reporting. Maintain program spreadsheets and documents through regular monitoring and updating.

Miscellaneous:

- Participate in general Association events and activities.
- Other special projects and duties as assigned.

Requirements:

- Master's degree in public health preferred. Minimum of 2 years of experience in a public health setting required.
- Strong knowledge in effective health communication that aligns with the latest standards.
- Experience in program evaluation, including data collection, entry, and analysis.
- Experience in developing key messaging through various presentation platforms and communication channels (i.e.-Go to Webinar, online learning, Facebook Live).
- Experience in project planning including budgeting, timelines, leading teams, and setting and meeting program objectives and outcomes, both for existing programs and as part of new program development.



- Experience with program/event logistics; must demonstrate excellent attention to detail.
- Exceptional oral and written communication skills with an ability to engage and inspire a wide range of audiences.
- Excellent organizational skills and ability to handle multiple tasks and think critically.
- Interest in public health and an understanding of various needs of the Tourette community.
- Must have a valid driver's license.
- Proficiency with Microsoft Office platforms required.
- This position requires travel locally and nationally.

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