



Job Title: Research and Medical Programs Coordinator

Reports to: Director of Research and Medical 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 80+ support groups across the country. The TAA also recognizes 9 Centers of Excellence, across 16 institutions nationwide.

Job Description:

The Research and Medical Programs Coordinator will report to the Director of Research and Medical Programs and will oversee existing, developing, and future programs within the Research and Medical Programs Department. The Program Associate will also provide administrative assistance to the Department.

Responsibilities:

TAA Research Grants Program

- Develop and implement processes for receiving applications and managing the review process, working directly with the VP for Research and Medical Programs and the TAA Scientific Advisory Board (SAB) and Medical Advisory Board (MAB)
- Oversee post-award processes, including ensuring TAA requirements are met, finalizing grant contracts, and ensuring progress report and final report requirements are met.
- Manage a database of funded grants, develop methods for tracking progress, ensuring accuracy and reporting capabilities.
- Interface with the finance department to issue grant payments, track expenditures, and produce all supporting documentation to fulfil payment request.
- Work with communications department to promote research funding announcements

TAA Centers of Excellence (CofE) program

- Manage the annual application and review process for new Centers and progress review for existing Centers
- Organize regular conference calls and webinars for active TAA Centers of Excellence
- Record maintenance on all Centers including contact information and Center specialties.
- Track metrics from our Centers in a common database for easy reporting

TAA MAB and SAB

- Database maintenance on all MAB and SAB members, including specialties, dates of membership, and contact information.
- Ensure policies and procedures for MAB and SAB are current.
- Plan and manage the logistics for the annual MAB/SAB/CofE meetings (virtual, In-Person and teleconference meetings).

Facilitate logistics for the Tourette Syndrome Behavioral Therapy Institute (TS-BTI) program which trains care providers in behavior therapy

- Solicit care providers and screen applicants.
- Manage the Medical and Allied Professionals (MAP) lists which connects patients with medical providers.
- Liaise with our web developer to maintain provider lists, ensuring accuracy and current information.
- Maintain communications with all care providers.
- Implement program logistics (secure partners and venues) under the guidance of instructors.
- Travel and serve as on-site host for the program.
- Provide general clerical and other office services as needed to the Research and Medical Programs Department
- Participate in general Association events and activities
- Other duties as assigned

Requirements:

- Bachelor's degree and 2+ years of related experience
- Demonstrated project management and organizational skills a must
- Must be Microsoft office suite savvy
- Experience implementing or managing databases required
- Excellent administrative writing skills
- Proactive, adaptable team player able to work in a fast-paced environment
- Excellent time management skills
- Flexibility to travel and work outside of normal hours is needed

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