Title: Senior Coordinator, Program (Southern California Region)

Reports to: Director, Southern California Region

Works Closely: Specialist, Case Management (Southern California Region)

- TAA Marketing Department
- TAA Volunteer Leadership
- TAA Community Partners
- TAA Program Participants

Primary Responsibilities:

- Participate the planning, delivery, and evaluation of program activities and services;
- Build and maintain relationships with community partners (individuals and institutional), stakeholders, and funders;
- Develop and implement outreach activities including working in partnership with the TAA Marketing department to increase program participation;
- Implement policies and procedures related to program operations;
- Provide administrative support to program staff and participants including answer phones, respond to emails, and assist with communication with partners;
- Schedule and coordinate groups, webinars, meetings, appointments, and events;
- Maintain accurate and up-to-date records and files;
- Manage program databases and participate in program evaluation and continuous quality improvement efforts;
- Assist with program evaluation to assess effectiveness and identify opportunities for improvement;
- Assist with the management of budgets and resources for programmatic activities;
- Maintain confidentiality and adhere to ethical standards in all interactions with clients and partners;
- Collaborate with the TAA national staff and other team members to develop and implement strategies for program growth and sustainability.
- Assists representing the TAA in meetings.
Qualifications & Proficiencies:

- Ability to successfully navigate in a fast-paced, outcomes-driven and entrepreneurial environment;
- Bachelor’s degree in a related field (e.g. social work, psychology, public health); minimum of 3 years work experience;
- Experience working in a non-profit or public-facing position;
- Bilingual preferred, not required;
- Strong organizational, and communication skills;
- Ability to manage multiple tasks and prioritize effectively;
- Ability to work independently and as part of a team;
- We seek partners who have deep respect for and demonstrated expertise in:
  - the diverse and complex communities we represent and serve;
  - advancing DEIA principles and practices within communities and workplaces that are experiencing significant organizational and cultural changes;
  - working with a diverse and experienced team who embrace different learning styles;
  - promoting an inclusive, welcoming and expansive definition of diversity that addresses the intersections of identity (e.g. intersectionality, etc.).

Additional Notes
This job description represents the major functions of the position but is not intended to be all-inclusive. Evening and weekends may be required.

Submit Cover Letter with resume: apply@tourette.org