



Job Title: Program Lead – Medical Professionals and Community Education

Reports to: Vice President of Programs and Public Policy

Direct Report: Program Coordinator

FLSA Status: Exempt

Location: Hybrid/Remote

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 approximately 21 Chapters and 36 support groups across the country. The TAA also recognizes 24 Centers of Excellence at institutions around the country.

Job Description:

The Program Lead – Medical Professionals and Community Education is a solutions-oriented individual with an entrepreneurial spirit who understands the responsibility and importance of implementing and measuring impactful programming. They will lead education programs for medical professionals and the community. They will serve as the Project Director of our Cooperative Agreement with the Centers for Disease Control and Prevention. They will have the ability to think strategically and creatively, and to work both independently and collaboratively to measure and provide data to inform programs and events. They must have strong analytical and writing skills, show initiative, and can simultaneously lead and prioritize multiple projects (within budget constraints). The position may involve travel locally and nationally, including use of own car. Attending additional professional development activities may also be expected. Some assignments may include evenings/weekends.

Responsibilities:

- 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.
- Serve as TAA-CDC Partnership Project Director by preparing and submitting all required program reporting for CDC and execute day-to-day operations of the program, managing the development and implementation of program activities and initiatives for physicians, allied health professionals, educators, families, and individuals on Tourette Syndrome.
- Work with the Finance Department & Programs Team to ensure the CDC Cooperative Agreement budget is up to date, accurate, accounts for all costs and that budget spending and forecasts remain in line with the budget approved, including participation in budget planning discussions.

- Collaborate with colleagues responsible for Youth, Young Adults and Schools Education as well Program Evaluation and Development.
- Execute programming including 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.
- Lead communications and provide regular updates on the programs both within the Programs team and across the organization.
- Analyze and synthesize information from multiple sources to recommend initiatives to the Vice President of Programs and Public Policy and to help inform the decision-making process and address unmet needs.
- Ensure compliance with all program-related policies and parameters of the cooperative agreement with all deliverables completed on time and on budget.
- Manage planning and logistics for the medical provider education programs, TAA-CDC small grants program, and the online support group series, including program outreach.
- Manage planning and logistics for Community & Family programs and resources.
- 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.
- Other special projects and duties as assigned, including participation in general Association events and activities.
- Supervise the Program Coordinator and ensure that the coordinator is meeting deadlines & deliverables.

Requirements:

- Master's degree in public health preferred. Minimum of 5 years of experience in a public health setting required. Prior experience working with the CDC would be beneficial for this role.
- Strong knowledge in effective health communication that aligns with the latest standards.
- Experience in project planning/management including budgeting, timelines, logic models, leading teams, and setting and meeting program objectives and outcomes, both for existing programs and as part of new program development.
- Experience in developing key messaging through various presentation platforms and communication channels (i.e., Zoom, Go to Webinar, online learning, Facebook Live).
- Experience with program/event logistics; must demonstrate excellent attention to detail.
- Experience drafting surveys & collecting programmatic data for reports.
- Exceptional oral and written communication skills with an ability to engage and inspire a wide range of audiences.



- Familiarity with program design.
- Excellent organizational skills and project management, which includes the ability to handle multiple tasks and think critically.
- Must have a valid driver's license.
- Proficiency with Microsoft Office platforms required.
- Some assignments may require extended hours including evenings and weekends
- This position requires travel locally and nationally.