**Job Title:** Coordinator, Youth and Young Adult Program

**Incumbent:** Open

**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. As 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 18 Centers of Excellence, across 16 institutions around the country.

**Reports to:** Director of Programs

**Position Summary:**

The Coordinator will develop and implement youth programming that aligns with the TAA’s mission and supports the TAA’s goals. The Coordinator will plan, schedule, and execute activities that increase awareness, foster understanding, and develop advocacy skills. The Coordinator needs to be detail-oriented with the ability to plan, organize, and attend programming aimed to engage youth and young adults with and without TS. They will be expected to think critically and creatively, act professionally, and work both independently and collaboratively with other team and staff members to achieve project goals. They must have strong interpersonal skills, show initiative, and the ability to simultaneously manage various program activities and prioritize tasks effectively. Responsibilities will focus on program development and associated evaluation measures to demonstrate impact including accurate data collection, data entry, and reporting. Some assignments may include evenings/weekends.

**Major Responsibilities**

- Coordinate multiple TAA youth programs and assist in the creation of new youth and young adult programming.
- Will work closely with the Director of Programs and Manager of Programs/CDC Co-Ag PD to plan target goals, project plans/timelines, budget adherence and reporting and measurements and action steps for assigned projects and programs.
- Identify ways to engage TAA youth in volunteer opportunities as appropriate.
- Develop a list of potential new youth volunteers for future application to and participation in youth programs.
- Develop an accountability system to ensure youth are meeting their obligations.
- Engage with participants/youth through regular contact via phone, email to ensure they are maximizing involvement in the programs, and are aware of new opportunities available, etc.
- Coordinate the activities and youth involvement for Advocacy Day in partnership with the VP of Public Policy.
• Coordinate Youth Ambassador program and current Rising Leaders program, which trains teens and young adults to be advocates for TS and Tic Disorders, and work with volunteer coordinators on expanding the program with year-round programming and developing clear goals and metrics. Responsible for all aspects of Youth Ambassador trainings, including event logistics and application process.
• Participate in regular department and stakeholder meetings to share updates in program processes and impact and discuss methods for program involvement.
• Participate in general TAA events and activities.
• All other duties as may be required by the position and/or by the TAA.

Requirements

• BA/BS required
• Master’s level education in human services, public administration, or related field a plus.
• Bilingual/multilingual a plus
• Experience developing programs and/or managing volunteers for youth service initiatives
• Experience in coordinating key messaging through various presentation platforms and communication channels (i.e., Go to Webinar, online learning, Facebook Live).
• Experience in project/program management including budgeting, timelines, and setting and meeting program objectives and outcomes
• 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 youth services and a demonstrated interest in working with people with disabilities
• Must have a valid driver’s license.
• Proficiency with Microsoft Office platforms required.
• This position requires travel locally and nationally.