



CDC PROGRAM COORDINATOR JOB DESCRIPTION

Position Title: Tourette Association-CDC Program Coordinator. Tourette Association of America (TAA), Grant-Related Position. Full-time, Exempt.

Reports to: CDC Program Director (100%)

ABOUT TOURETTE ASSOCIATION OF AMERICA (TAA) AND CDC PARTNERSHIP

Founded in 1972, the Tourette Association of America's mission is to make life better for all people affected by Tourette Syndrome (TS) and Tic Disorders through awareness, research and support efforts. This is an exciting time at the Tourette Association as we have recently introduced new branding, a name change, new executive leadership, and a renewed focus on creating higher levels of engagement from individuals affected by Tourette including parents, educators, chapters, professionals, donors, volunteers, and other stakeholders.

TAA is now in its 14th year of professional partnership with the U.S. Centers for Disease Control and Prevention (CDC) to provide education and resources to various audiences on the diagnosis, treatment, and management of Tourette Syndrome and Tic Disorders. Among the many activities currently in progress include planning and coordinating live in-person presentations, developing and disseminating resources that the TS community can easily access and utilize that will maximize program reach and impact, and program evaluation to assess process, outcomes, and impact. TAA-CDC staff work closely with our CDC Technical Assistance team down in Atlanta, GA to ensure all of the above.

JOB SUMMARY

The Tourette Association is seeking a CDC Program Coordinator to oversee projects as part of the TAA-CDC Partnership, including exhibits/trade shows, a webinar series, and program evaluation. The Program Coordinator will be responsible for the execution of each activity according to the project timeline and work plan, with a focus on meeting new health communication standards. She/he will work closely with the CDC Program Director and staff in the planning of target goals and action steps for assigned projects. She/he 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. She/he must have strong interpersonal skills, show initiative and have the ability to simultaneously coordinate various program activities and prioritize tasks effectively. Major responsibilities will focus on program evaluation through recording, analysis, and reporting. This position is expected to require extensive travel locally, including use of own car, and nationally. Some assignments include evenings/weekends. Different from other TAA assignments, this position is part of and tied to the TAA-CDC partnership. It may be modified, changed, or ended for any reason, with or without cause, at any time.

MAJOR RESPONSIBILITIES

- Develop, coordinate logistics, and implement professional education programs nationwide on TS 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.
- Develop, coordinate logistics, and at times moderate a webinar series.
- Coordinate the planning and details for all exhibits/trade shows.
- Ensure accurate data collection and management, recording, and reporting. Maintain program spreadsheets and documents through regularly monitoring and updating.
- Participate in regular department and stakeholder meetings to share updates in program processes and impact, and discuss methods for program improvement. Will work closely with the CDC Program Director and staff to plan target goals and action steps for assigned projects.
- Account for program costs, especially and including individual expenditures.
- All other duties as may be required by the position or by the TAA.

REQUIREMENTS

- Master 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 (ie-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 extensive travel locally and nationally (40% or more of total job responsibilities).**

Apply online at [Tourette.org](https://www.tourette.org)