



## TSC Program Associate Job Description

**Job Title:** Program Associate

**Job Description:** The Program Associate position reports to the Executive Director. This position is primarily responsible for assisting with communications and social media needs, TSC's biennial conference, research and legislative policy support, and supporting first response outreach needs. The position's educational requirement is a bachelor's degree or equivalent, master's degree preferred. This is an individual contributor position.

This is a full-time position, 35-40 hours per week.

*403b available, this position does not have health benefits*

Responsibilities:

- Take lead on social media and communication outreach needs, authoring engaging and motivating posts and emails with strong calls to action
- Edit prepared statements, comments, and releases
- Conduct community outreach to encourage victim volunteer and survivor participation in events such as the Sorrow to Strength conference and other volunteer engagement opportunities
- Track news reports identifying preventable truck crash incidents
- Assist First Response Program Manager with data entry and mailing outreach needs
- Assist in planning and execution in all aspects related to Sorrow to Strength Conference
- Help maintain accurate donor and volunteer CRM database
- Assist with time-sensitive victim and survivor legislative advocacy requests with urgency as needed
- Help maintain TSC website, ensuring timely and relevant updates occur that provide TSC with a professional and polished web presence
- Additional duties as assigned

Skills/Capabilities:

- Strong oral, writing, and interpersonal skills required.
- Compassionate and understanding; able to communicate with those who have recently experienced trauma
- Flexibility required



- Possesses an accountable, results-orientation & growth-mindset
- Strong time-management and multi-tasking skills
- Knowledge/experience with all Microsoft Office Programs, WordPress, Bloomerang, Twitter, Facebook, Instagram, LinkedIn, SharePoint, Zoom & Teams.