Texas Medical Association
Job Description

DEPARTMENT   Division of Communication
TITLE   Community Outreach Assistant
SUPERVISOR   Director, Media and Public Relations

MAJOR RESPONSIBILITIES/TASKS

Primary responsibility: Assist Media and Public Relations Director and Media Relations Manager, and other staff to work on the following projects:

- Track print and broadcast media
- Evaluate results generated by news releases, media and public relations efforts
- Write news releases, articles, and blog posts, as needed for TMA publications
- Assist with Be-Wise and Hard Hats for Little Heads outreach events, including ordering and shipping supplies/merchandise to event sponsors, invoicing, and maintaining event data reports
- Assist Be Wise and Hard Hats event sponsors to initiate events and collect program data
- Work with in-house print shop and graphics department to produce program materials
- Conduct research on topics requested by the Director of Communications
- Synthesize research/data and provide written summaries and/or Excel graphs and charts
- Other duties as assigned

Desired Qualifications (Preferred Majors and/or Prior Experience):

- Pursuing a degree in Communication; Public Affairs, Journalism, Marketing, and Liberal Arts
- Candidate should exhibit the following skills:
    o Excellent writing and verbal communications skills
    o Ability to work independently
    o Good problem-solving and analytical skills
    o Organized
    o Team player, works well with others
    o Willing to do projects that are more routine in nature

 TO APPLY:

Please go to www.texmed.org
- About TMA
- Work at TMA
- Employment Opportunities at TMA

Follow the application instructions for consideration. No walk-ins, faxes or phone calls, please.