**Title: Marketing & Communications Associate**

**Description:**

The Marketing & Communications Associate will assist Manager of Communications & Digital Engagement with the design, development, and dissemination of TPA information, including news, event promotion, program updates, and engagement opportunities – to members and other stakeholders through all communication channels.

**Duties:**

Assist with external and internal communications strategy for the Tennessee Pharmacists Association, its Foundation, and other subsidiaries.

Develop visualizations, promotional materials, and other collateral for TPA events, services, and programs.

Assist with the design, development, and ongoing updates to social media profiles and webpages of the Association and its subsidiaries.

Write and disseminate TPA press releases. Contribute to written segments in TPA publications, including: website, social media, semiannual Journal, quarterly *Society News*, & weekly *10 for Tenn*.

Maintain relationships with local media outlets across the state of Tennessee.

Support the digital engagement strategy for TPA with pharmacists in the state and nationally.

Working with the Chief Executive Officer, assist with targeted communications related to public affairs and grassroots engagement.

Develop genuine relationships with TPA members to help advance the mission of TPA.

Other duties as assigned.

**Qualifications:**

Degree in communications, or similar area of study. Proficient in Microsoft Office and Adobe InDesign & Photoshop or Canva. Experience with MailChimp or other email distribution platforms is also preferred. Excellent written and verbal communication, editing, and public speaking skills. Expertise in online and social media for professional organizations. Experience with data and trending to drive decisions. Desire to make a difference. Willing to take on responsibility and give away credit. Values work-life integration. Ability to exercise initiative, solve problems creatively, make independent decisions, and prioritize responsibilities. Naturally curious. Great attention to detail. Must be extremely organized and have the ability to prioritize workload based on timeliness and importance. Ability to work with other team members. Project management experience preferred.

**Working Conditions:**

Work is performed in normal office setting, in shared office space with personal desk and computer. Typical full-time work week is 40 hours; the office is open Monday-Friday 8:30am-5:00pm. Flexibility may be granted. Duties of this position include meeting and event attendance outside these hours.

TPA offers a competitive salary and robust benefit package, commensurate with experience. TPA provides a work culture and supportive environment for professional growth and a rewarding career.

TPA staff are currently flexible working in the office and remotely. TPA’s work schedule will continue to provide flexibility with 2 days/week required at the office, and work-for-your-day for 3 days/week. TPA staff members follow a core working schedule from 10:00 am CST to 3:00 pm CST.

Office equipment is provided for home and work offices. Position reports directly to the Manager of Communications & Digital Engagement of the Tennessee Pharmacists Association.

**Open Date:** Applications will be accepted starting July 18, 2023. Preferred start date August 2023.

**Required Documents:** Please send cover letter and resume/CV to Anthony Pudlo, Chief Executive Officer, at [Anthony@TNPharm.org](mailto:Anthony@TNPharm.org). If available, work samples or a portfolio may be included.

TPA welcomes applications from those who represent diversity in race, color, ethnicity, culture, national origin, sexual orientation, age, gender, gender identity, social class, physical ability/attributes, religious or ethical value systems, language, pharmacy practice area, geographic location, and other perspective shaping backgrounds.

**About the Tennessee Pharmacists Association**The Tennessee Pharmacists Association represents the profession of pharmacy across the state, united for the purpose of promoting safe and effective medication use to improve the health of patients. Since 1886, the Tennessee Pharmacists Association has preserved and advanced the interests of the profession and has served the professional needs of all pharmacists, student pharmacists, and pharmacy technicians.

The Tennessee Pharmacists Association office is located at 1732 Lebanon Pike Circle, Nashville, TN 37210.