



Foundation Office: 17752 Sky Park Circle #140, Irvine, CA 92614

Position Title	Education Content & Communication Lead
Department	Programs
Reports To	Program Director
Position Status	20 hours per week, part-time, non-exempt, non-supervisory
Annual Salary	\$26-28 BA Degree/ \$28-\$30 MA Degree
Location	Remote Position
Schedule	Weekdays, with some flexibility in schedule, including some weekends and evenings as needed.
Benefits	Paid Sick Time Off and can participate in an employee contributed 403b Retirement Plan. Upon the 2 nd year of service employees receive – partial paid Holidays.
Hire Time Frame	Immediate Hire

******To ensure best use of time, please confirm you are qualified to apply to this job by checking the Qualifications section below.******

Position Overview:

At The Autism Community in Action (TACA), we are committed to providing education, support, and hope to families affected by autism. Within our Program Department, we focus on delivering educational programs that equip parents with access to vital information, model problem-solving approaches, and provide essential tools and resources to empower families.

The Education Content & Communication Lead plays a pivotal role in developing educational content and online experiences tailored to meet the diverse education needs of TACA families. Reporting to the Program Director, this role collaborates closely with various teams within TACA to create engaging content across different platforms and facilitate external communications.

We are seeking a dynamic Education Content & Communication Lead who will be instrumental in crafting educational content and online learning experiences to support TACA families. This individual will work collaboratively within and across teams to provide families with the knowledge, skills, and support necessary to enhance outcomes for their children on the autism spectrum. From coordinating the Monthly Learning Series and Autism Conferences to crafting TACA website articles, Newly Diagnosed Webinars, Autism Journey Checklists, and more, you will spearhead a range of educational initiatives. The Education Content & Communication Lead will consistently support the Program Team in expanding the reach, impact, and effectiveness of our education programs for families on their autism journey.

This is a remote position offering flexibility in working hours. The Education Content & Communication Lead must be available to work occasional evenings and weekends to accommodate virtual events and support our diverse community effectively.

Qualified candidates must have these criteria to be considered:

- Be an autism parent.
- Experience with biomedical intervention for autism.
- Knowledge of functional medicine doctors who treat autism.
- Ability to write and edit website articles and social media content about treating autism medically, education for autism, and hope.
- Knowledge of IEPs, 504s, and an overview of special education law.



Essential Responsibilities:

- Lead TACA's educational content strategy, aligning with the organization's mission and values.
- Develop educational resources, tools, and trainings tailored to families at different stages of the autism journey.
- Write and publish educational articles for the TACA website.
- Create accessible and high-quality learning presentations and events to support TACA families.
- Assess the impact and reach of educational programming, collecting data to inform strategic planning.
- Collaborate with the Conference Manager to support TACA National Autism Conference(s), including planning and executing virtual and in-person events.
- Coordinate schedules, speakers/topics, online platforms, and volunteer training as needed.
- Research, vet, and recruit presenters who align with TACA's mission for TACA presentations.
- Support creative and social media content on various online platforms.
- Share educational content with TACA team members and volunteers.
- Assist with the management of file systems and central records storage.
- Performing other reasonably related projects or support tasks as assigned by the Executive Director, CFO, and/or Program Director.

Qualifications and Requirements:

- Extensive knowledge of Autism is required, including an understanding of current topics in autism: medical, educational, diet, teen and adults, home life, etc. and awareness of challenges faced by families on an autism journey and across the spectrum of need.
- Experience in education, with the ability to synthesize research and create specialized content related to autism and special needs.
- Able to design educational content, tools and assessments reflecting adult learning principles.
- High proficiency with Microsoft Office Suite and Teams, Social Media Platforms, and tools for virtual meetings is required, along with a willingness to learn about TACA's CRM. Proficiency should include Microsoft Teams, PowerPoint, Zoom, Webex Events and other virtual meeting software, and social media such as Facebook and Instagram.
- Bachelor's degree required; Master's in Education preferred.
- Excellent written and verbal communication skills, with compassion and discretion.
- Ability to work independently and collaboratively as part of a team.
- Bilingual in Spanish is a plus but not required.

Key Competencies:

- Highly motivated and deadline-driven, with the ability to multitask in a fast-paced environment.
- Strong verbal and written communication skills, aligning with TACA messaging.
- Understanding of diverse needs within the autism community and commitment to inclusion.
- Proficient in social media platforms for effective communication and outreach.
- Ability to remain calm under pressure and adapt as needed.
- Uphold TACA's mission and values in all support events and communications.

About The Autism Community in Action (TACA):

The Autism Community in Action (TACA) is a national nonprofit 501(c)(3) organization founded in 2000 by Glen and Lisa Ackerman with the mission to provide education, support, and hope to families living with autism. Headquartered in Irvine, CA, with staff and volunteers working across the country. Programs include virtual support and education events, parent mentors, Hope and Help for Autism private Facebook group, website resources, in-



person support meetings, conferences, and scholarships. For more information, visit www.tacanow.org.

Apply for this position:

Please email your resume and a brief description of why you feel you are the best candidate for this position to heather.nelson@tacanow.org, People Resources, Culture & Engagement Manager and susan.tordini@tacanow.org, Sr. Office Coordinator. At TACA, we value diversity in our workplace. If you need reasonable accommodations for the application and/or interview process, please include that information.

The Autism Community in Action maintains a work environment free from discrimination, one where employees are treated with dignity and respect. All employees share in the responsibility for fulfilling TACA's commitment to equal employment opportunity. TACA follows all State, County and Federal guidelines pertaining to COVID and the spread of COVID.