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JOB DESCRIPTION

Job Title: Field Program Administrator (Executive Administrator)

Location: TPUSA Headquarters (northern Illinois)

Employment Type: Full-Time

Start Date: June 2017

Company Description: Turning Point USA is a 501(c)(3) grassroots nonprofit organization dedicated to educating students about the importance of fiscal responsibility, free markets, and limited government. With a presence on over 1,000 college campuses in all fifty states, Turning Point USA is one of the largest youth organizations in the country. Our primary objective is to identify, educate, train, and empower student activists to stand up for their values on all high school and college campuses.

Job Description: Turning Point USA is seeking a highly skilled and motivated individual to assist, manage, organize, and support National Field Program operations within an assigned territory (6-15 states). Field Program Administrators are responsible for supporting their assigned Regional Directors by coordinating travel reservations, planning regional events and conferences, processing new student leads, drafting newsletters, maintaining updated spreadsheets and program records, conducting research and outreach, fulfilling supply requests, and interfacing with Regional Directors to create and deliver progress reports to the National Field Director. Field Program Administrators are also expected to work with a small team to develop and carryout field program improvements, special projects, and new initiatives. Minimal, pre-planned travel may be required to assist with on-site event planning and execution.

Skills and Qualifications:

- Excellent oral and written communication skills
- Knowledge of Google Drive (Google Docs, Sheets)
- Knowledge of Facebook, Twitter and Instagram
- Passion for conservative ideas and principles
- Positive attitude
- Strong work ethic and goal-oriented
- Self-starter and self-motivated
- Punctual and very responsive
- Ethical and responsible behavior managing corporate expense accounts

Application Instructions: Please submit a one-page resume and one-page cover letter that explains why you would be a great fit for this role to the National Field Director at crystal.clanton@tpusa.com.