

Society for Public Health Education
IMMEDIATE OPENING

Manager, Environmental Health & Emergency Preparedness

Summary Description

Manage day-to-day activities of SOPHE's cooperative agreement to build capacity for environmental health education activities and all-hazards and emergency risk communications.

Responsibilities

- Direct day to day activities related to SOPHE's Environmental/Emergency Preparedness cooperative agreement with CDC/ATSDR (renewed for 5 years in November 2010).
- Draft required project reports and grant applications; manage project budget and related contracts for deliverables.
- Manage the National Environmental Health Promotion Network (NEHPN) and the Emergency Preparedness Health Education Network to provide training and disseminate timely information related to all hazards. Coordinate activities with appropriate SOPHE Communities of Practice.
- Develop partnerships with other government agencies and non-profit organizations to enhance promote the public's health related to emergency preparedness and environmental health.
- Expand and maintain the SOPHE Emergency Preparedness and Environmental Health website.
- Identify best practices on timely subjects related to human health effects of children, elderly and ethnic/racial groups exposed to hazardous substances.
- Identify, develop and disseminate technical assistance resources and other products tailored to the needs of various stakeholders and community groups, e.g. newsletters, fact sheets, policy briefs. Translate scientific and technical information related to the human health effects exposure in such a format that is easily understood by the general public.
- Plan, implement, and evaluate topic-related sessions at SOPHE's national meetings and webinars.
- Participate in national or regional meetings to promote information on evidence-based programs, and SOPHE resources.
- Represent SOPHE on national coalitions, task forces, or policy groups as assigned.
- Maintain a network of experts in environmental health, health education, and risk communication to provide training and technical assistance.
- Provide support for conference calls, face to face meetings, minutes, and other opportunities for project direction and input with CDC and partners as required
- Assist with other SOPHE activities and duties upon request

Qualifications and Skills

- Master's degree in environmental health, health communications, health education, public health or a related field.
- 2-3 years of work demonstrating project management and training experience.
- Experience working with community coalitions, state/local public health, or national public health organizations, health/risk communications, emergency preparedness, and project evaluation.
- Strong organizational and project management skills, including demonstrated ability to independently plan, manage, and evaluate projects within budget and time requirements. Demonstrated individual accountability for work performance and outcomes
- Ability to communicate and establish effective working relationships with diverse groups, and interact effectively with co-workers, personnel in partner agencies/stakeholders
- Excellent oral and written communication skills
- Ability to think critically and conduct policy analysis
- Certified Health Education Specialist a plus
- Ability to travel (20%)

Send Cover Letter, Resume and Salary Requirements to:

SOPHE, 10 G St, NE, Suite 605 Washington, DC 20002; fax: 202/408-9815; Email:
info@sophe.org No phone calls please.