



### IMMEDIATE OPENING

**TITLE:** Project Coordinator – Professional Development

**REPORTS TO:** Senior Director, Professional Development

**FLS CLASSIFICATION:** Full-time/Exempt

**EFFECTIVE DATE:** June 2017

#### POSITION SUMMARY

As a member of SOPHE's professional development team, the Project Coordinator supports the planning, implementation and evaluation of professional development and continuing education offerings. This position coordinates details related to SOPHE's national conference, meetings, webinars and online continuing education opportunities for health professionals. This is an exciting opportunity in a fast-paced environment for a professional with a minimum of a Bachelor's degree (health education & promotion preferred) and at least 1-2 years of related experience working in a comparable position, preferably at an individual membership association.

<b>FTE %</b>	<b><u>Specific Responsibilities</u></b>
<b>70%</b>	<p>Assist the Senior Director of Professional Development and SOPHE committees to organize a three-day annual conference for 800-1000 attendees:</p> <ul style="list-style-type: none"><li>▪ Coordinate the online Call for Abstracts and review process.</li><li>▪ Assist the Annual Meeting Trustee and volunteer subcommittees to complete their tasks, including organizing conference calls and preparing minutes.</li><li>▪ Correspond with speakers and poster presenters.</li><li>▪ Support logistics related to hotel, AV, and social events; fundraising and exhibits; and publicity and public relations.</li><li>▪ Coordinate online registration process and answer attendee questions.</li><li>▪ Obtain requisite information for continuing education application; and attendee process of obtaining continuing education credits.</li><li>▪ Help analyze meeting results and prepare recommendations for quality improvement.</li></ul>
<b>25%</b>	<p>Assist the Professional Development team to develop and implement a comprehensive plan that meets the organization's strategic objectives related to continuing education of its members and target audiences.</p> <p>Support the availability and management of journal self-study articles, webinars and courses offered in SOPHE's Center for Online Resources and Education (CORE) system:</p> <ul style="list-style-type: none"><li>• Organize and host live webinars and train staff/volunteers in using the platform.</li><li>• Archive webinars, training resources and self-study articles in SOPHE's CORE.</li><li>• Track usage, CE opportunities and records for CORE users and provide semi-annual reports to credentialing agencies.</li><li>• Assist in identifying needs for new online courses and offerings.</li><li>• Perform quality assurance checks verifying that appropriate information for each resource is accurately captured in CORE and obtain any missing information.</li></ul>



	<ul style="list-style-type: none"><li>• Serve as a secondary liaison with external vendors that support SOPHE's distance education platforms.</li></ul>
5%	Assist with other SOPHE activities and duties upon request.

### **Qualifications**

- Bachelor's degree required with 1-2 years of association education, webinar production, project management, volunteer management, event planning
- Excellent organizational skills, writing skills and detail and task oriented
- Certified Health Education Specialist (CHES) preferred
- Experience working in an AMS
- Ability to work independently as well as be a good team player
- Ability to travel (<5%)

### **Send Resume and Cover Letter, including Salary Requirements to:**

Email: [hr@sophe.org](mailto:hr@sophe.org); by mail to: SOPHE Human Resources, 10 G Street NE, Suite 605, Washington, DC 20002. No phone calls please. SOPHE is an equal opportunity employer. We are located next to Union Station (Red Line Metro).

### **About SOPHE**

Society for Public Health Education (SOPHE) is a non-profit professional organization founded in 1950 to promote the health of all people by: stimulating research on the theory and practice of health education; supporting high quality performance standards for the practice of health education and health promotion; advocating for policy and legislation affecting health education and health promotion; and developing and promoting standards for professional preparation of health education professionals. To learn more, visit [www.sophe.org](http://www.sophe.org).