



IMMEDIATE OPENING

TITLE: Project Coordinator II – Communications

REPORTS TO: Senior Director, Science & Policy

FLS CLASSIFICATION: Full-time/Exempt

EFFECTIVE DATE: September 2018

POSITION SUMMARY

The Project Coordinator serves as a core member of the SOPHE staff as part of the Science & Policy team. This position provides editorial support for SOPHE’s bimonthly journal *Health Education & Behavior* and all supplements and special issues. The position support supports SOPHE member communications by developing and executing communication strategies via the internet, electronic mail, and social media.

FTE %	<u>Specific Responsibilities</u>
50%	<p>Work with the journal Editor-in-Chief to support publication and promotion of SOPHE’s <i>Health Education & Behavior</i> journal by:</p> <ul style="list-style-type: none"> ▪ Managing an electronic manuscript tracking system for all manuscripts; ▪ Working with the journal publisher to meet all deadlines for production of each issue; ▪ Coordinating periodic conference calls of the editorial advisory board and taking minutes; ▪ Drafting and mailing correspondence on behalf of the journal editor; responding to routine correspondence and inquiries related to the journal; ▪ Training editorial advisory board members to use the ScholarOne system; ▪ Working with editor-in-chief, CEO, and publisher’s marketing department to develop and implement marketing strategies for the journal; ▪ Coordinating details related to special supplements, including supporting the guest editorial board and call for papers; ▪ Providing periodic updates to publisher and SOPHE websites related to the content and instructions for the journal.
45%	<p><u>SOPHE Communications</u></p> <p>Assist with developing and executing communication campaigns for SOPHE members and other target audiences:</p> <ul style="list-style-type: none"> • Drafting and tracking metrics for SOPHE’s social media, posting messages, conducting chats, and driving conversations about SOPHE’s work and public health in general. • Setting up and creating email blasts using Constant Contact or other designated software.



	<ul style="list-style-type: none"> • Serving as a primary writer for SOPHE E-News U Can Use (bimonthly electronic newsletter) and News & Views (quarterly newsletter). Solicit timely health education-related content from members, staff, and other contributors. • Organizing agendas and weekly meetings of staff related to communications needs • Drafting press releases for dissemination • Training co-chairs of SOPHE’s Communities of Practice and provide support • Coordinating and supporting SOPHE’s Collegiate Champions program • Provides input into and helps support National Health Education Week communications
5%	Assist with other SOPHE activities and duties upon request.

Qualifications

- Minimum of a bachelor’s degree in Health Education, Communications, English, or Marketing and 2-3 years of experience; Certified Health Education Specialist preferred
- Experience and efficiency with software and new technologies
- Excellent organizational, and writing skills; detail and task oriented; takes initiative
- Sound knowledge of health disparities, public health, and health
- Experience working with editorial boards, committees or workgroups
- Ability to work and reason independently, as well as within a team; reliability
- Experience working in a membership association, preferred
- Ability to travel (<5%)

SALARY/BENEFITS

Full-time position. Conveniently located by Union Station (Metro – Red Line). No relocation expenses provided.

SEND RESUME, COVER LETTER & WRITING SAMPLE TO:

hr@sophe.org SOPHE, 10 G St, NE, #605, Washington, DC 20002; no phone calls please. SOPHE is an equal opportunity employer.

ABOUT SOPHE

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. SOPHE is the only independent professional organization devoted exclusively to health education and health promotion at the National level and in 23 chapters.