



IMMEDIATE OPENING

TITLE: Project Coordinator I – School Health Programs

REPORTS TO: Chief Policy & Programs Officer

FLS CLASSIFICATION: Full-time/Exempt

EFFECTIVE DATE: November 2018

POSITION SUMMARY

The Project Coordinator – School Health Programs staff position is dependent on federal funding from year to year. This role supports SOPHE’s CDC School Health cooperative agreement by researching, analyzing, and summarizing information on models, frameworks, theories, and programs related to school health.

<u>FTE %</u>	<u>Specific Responsibilities</u>
100%	Provide support to SOPHE’s CDC School Health cooperative agreement focused on accessing, designing, developing and disseminating school health resources by providing assistance to the project director and program manager for the following activities: <ul style="list-style-type: none"> ▪ Identify and summarize existing research on child, adolescent, and school health to inform policy strategy in these areas; ▪ Provide research support for publications tailored to a variety of public health audiences to advance school health initiatives according to the Whole School, Whole Child, Whole Community (WSCC) framework; ▪ Assist in developing content for quarterly electronic news brief for stakeholders interested in state policies, programs and other news in child, adolescent and school health; ▪ Assist in developing materials for SOPHE’s dissemination channels including webinars, advocacy toolkits, white papers, policy briefs, one-pagers, and web content; ▪ Curate content to update the existing School Health Resources website including developing content for monthly blog posts; ▪ Assist in developing fact sheets and toolkits on the integration of Social Emotional/Mental Health and physical activity, chronic conditions, and nutrition; ▪ Assist with developing and Disseminating tip sheets on the WSCC model

Qualifications

- Minimum of a bachelor’s degree in public health related field and 1-2 years of experience; Certified Health Education Specialist preferred
- Excellent organizational, and writing skills; detail and task oriented
- Sound knowledge of school health, including the WSCC framework, public health, and social determinants of health
- Experience working with committees or workgroups



- Ability to work and reason independently, as well as within a team
- 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 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.