



Global Leadership for Health Education & Health Promotion

TITLE: Project Coordinator I - REACH

REPORTS TO: Chief Policy & Programs Officer

FLS CLASSIFICATION: Full-time/Exempt

EFFECTIVE DATE: November 2018

POSITION SUMMARY

The Project Coordinator – REACH staff position is dependent on federal funding from year to year. This role supports SOPHE’s CDC Racial and Ethnic Approaches to Community Health (REACH) five-year cooperative agreement to build the capacity of REACH grantees to address barriers in implementing nutrition and physical activity interventions that address racial and ethnic health disparities to achieve health equity at the state and local level, lead planning and convening an event to highlight programmatic accomplishments of the 20th year of the REACH program, and assist DNPAO recipients development and dissemination of health education material for diverse audiences.

% FTE	ESSENTIAL DUTIES AND RESPONSIBILITIES
50	<p>Provide support to SOPHE’s CDC REACH cooperative agreement focused on increasing capacity of REACH grantees to address barriers to health equity by providing assistance to the project director for the following activities:</p> <ul style="list-style-type: none"> ▪ Coordinating the 20th Anniversary REACH celebration and reception in conjunction with the annual grantee training in Atlanta, GA. ▪ Working with the Project Director to secure logistics for a briefing on the successes of the REACH program. ▪ Drafting written and electronic materials associated with project outcomes. ▪ Planning and conducting presentations and webinars on the project to SOPHE and other priority audiences. ▪ Assist with development of project report as required by funder and in development of the work plan for subsequent years.
40	<p><u>Policy Support</u></p> <ul style="list-style-type: none"> ▪ Prepares drafts of regulatory comment letters, legislative letters of support or opposition, and other correspondence to support state and federal advocacy initiatives ▪ Performs research on a variety of health promotion/disease prevention and public health related topics. ▪ Provides support to SOPHE advocacy and resolutions committee through the preparation of correspondence, member engagement, and committee records maintenance ▪ Coordinates schedules and logistics of internal and external meetings ▪ Works with SOPHE’s internal and external communication, marketing, and public relations partners to communicate advocacy and policy updates to members and the public



	<ul style="list-style-type: none"> ▪ Provides phone support to members ▪ Assists in regular maintenance and coordination of materials and information to be posted to the SOPHE website ▪ Assists with the accurate management of records (hard copy and electronic files) for all activities, including tracking legislative and regulatory changes through digital advocacy platforms ▪ Write, develop, and distribute publications tailored to a variety of public health audiences to advance the society’s advocacy initiatives; ▪ Develop content for quarterly electronic news brief for stakeholders interested in state policies, programs and other news in chronic disease prevention and health promotion; ▪ Assist in developing materials for SOPHE’s advocacy dissemination channels including webinars, advocacy toolkits, white papers, policy briefs, one-pagers, and web content;
10	<p>Assist in planning, implementation and evaluation of SOPHE’s Annual Advocacy summit;</p> <ul style="list-style-type: none"> • Work closely with the SOPHE Advocacy Summit Planning Committee to determine themes of the Summit each year • Manage the web-based event management system to create registration, abstract, and evaluation mechanisms for the Advocacy Summit • Develop and disseminate promotional materials for the Advocacy Summit according to the Communications plan.

QUALIFICATIONS

- Minimum bachelor’s degree with 1-2 yrs experience
- Excellent organizational, writing and public speaking skills
- Working knowledge of Congress and regulatory agencies as well as the appropriations process
- Preferably, experience working with federal legislative staff and organizing Hill briefings
- Sound knowledge of health disparities, public health promotion and community health efforts
- Competency in web-based content management systems.
- Experience assessing audience needs and characteristics to incorporate them into message design.
- Experience working with boards, committees or workgroups
- Ability to work and reason independently, as well as within a team
- Certified Health Education Specialist a plus
- Ability to travel (5%)

SALARY/BENEFITS

Full-time exempt position with employer-sponsored health, dental, and life insurances, 401K, on-site gym and other benefits. Conveniently located by Union Station (Metro – Red Line). No relocation expenses provided.

SEND RESUME, COVER LETTER, AND RELEVANT 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 21 chapters.