

IMMEDIATE OPENING

TITLE: Editorial & Communications Manager

REPORTS TO: Chief Policy & Programs Officer

FLS CLASSIFICATION: Full-time/Exempt

POSITION SUMMARY

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

CULTURE/BENEFITS

Full-time position at a dynamic, growing organization with 70 years of nonprofit brand excellence. Newly renovated headquarters located at Union Station (Metro – Red Line), VRE, Marc, and Amtrak with some telework option & flexible work schedule. Comprehensive benefits package, including observance of 11 paid holidays and additional PTO, up to 5% 401K match with immediate vesting, strong health benefits package, and support for continuing education.

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.▪ Serving as a primary writer for SOPHE E-News You 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▪ 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 relevant experience; Certified Health Education Specialist (CHES®) preferred.
- Excellent organizational, and writing skills; detail and task oriented
- 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
- Experience working in a membership association, preferred
- Demonstrated ability to work independently on multiple projects simultaneously, establish priorities, create and maintain production schedules, and meet deadlines, along with a proper balance of assertiveness, diplomacy, and discretion.
- Detail-oriented and organized.
- Ability to travel (<2%)

SEND COVER LETTER, RESUME AND WRITING SAMPLE TO: hr@sophe.org

SOPHE is an equal opportunity employer.