



### IMMEDIATE OPENING

**TITLE:** Manager, Policy & Programs

**REPORTS TO:** Deputy Director

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

**EFFECTIVE DATE:** September 2021

#### POSITION SUMMARY

The Project Manager provides support to SOPHE’s advocacy outreach and communications at the federal level, in concert with SOPHE’s strategic plan, policy statements and resolutions. Coordinates planning, implementation, and evaluation of SOPHE’s annual Advocacy Summit. Supports the CDC Cooperative Agreement “Activating and Disseminating State and Local Public Health Strategies to Improve Nutrition and Physical Activity.”

#### CULTURE/BENEFITS

Full-time position at a dynamic, growing organization with 70+ years of nonprofit brand excellence. Headquarters at Union Station (Amtrak/VRE/MARC/Metro) with hybrid/telework option. Comprehensive benefits package, including observance of 12 paid holidays and additional PTO, up to 4% 401K match with immediate vesting, strong health benefits package, and support for professional development.

FTE %	Specific Responsibilities
60%	Supports SOPHE’s advocacy outreach and communications at the federal level, in concert with SOPHE’s policy statements and resolutions: <ul style="list-style-type: none"> <li>▪ Tracks federal policy related to health education, health promotion, health equity, anti-racism, and areas related to SOPHE resolutions</li> <li>▪ Drafts policy statements, white papers, toolkits, policy briefs, one-pagers, and web content pertinent to SOPHE advocacy priorities</li> <li>▪ Participates in Hill meetings and coalition meetings/calls to advance SOPHE priority areas</li> <li>▪ Drafts advocacy alerts and communication to members and other public health professionals to provide timely updates and calls to action</li> <li>▪ Staffs SOPHE Advocacy Committee on monthly calls to support strategic plan</li> <li>▪ Monitors/collects data needed for tracking advocacy metrics in the SOPHE strategic plan</li> <li>▪ Assists in CE events to educate members and chapters on advocacy skill building, policy change, social determinants of health, etc</li> </ul>
15%	Working with the Advocacy Committee or its subcommittee, provides leadership to the planning, implementation and evaluation of the SOPHE Annual Advocacy Summit: <ul style="list-style-type: none"> <li>▪ Determines theme and focus for Advocacy Summit; manages call for abstracts and evaluation process and communication</li> </ul>



	<ul style="list-style-type: none"> <li>▪ Identifies and coordinates plenary and concurrent speakers; provides CE application to SOPHE CE Committee for approval</li> <li>▪ Working with the CEO, determines format of Summit in terms of face/face or hybrid delivery of content, registration fees, etc. Oversees onsite or hybrid Summit logistics</li> <li>▪ Oversees development of fact sheets and other collateral materials to support Summit priority asks</li> <li>▪ Works with SOPHE Communications team to plan Summit communications calendar</li> <li>▪ Works with SOPHE Marketing team to secure Summit financial/exhibits/in-kind support</li> <li>▪ Collects and analyzes Summit evaluation data; makes recommendations for follow up and future improvements</li> </ul>
<b>20%</b>	<p>Supports CDC Cooperative Agreement on nutrition, physical activity and obesity:</p> <ul style="list-style-type: none"> <li>• Participates in discussions on annual goals/direction/deliverables of the cooperative agreement</li> <li>• Assists in planning, conduct and evaluation of institutes and other educational opportunities for CDC grant recipients and target audiences to advance the objectives in nutrition, physical activity and obesity policy and programs</li> <li>• Identifies speakers or subject matter experts needed for institutes or projects</li> <li>• Develops facts sheets or other resource material related to assist grant recipients in accomplishing their objectives</li> <li>• Provides technical assistance to grantees as needed</li> </ul>
<b>5%</b>	Assist with other SOPHE activities and duties upon request.

**QUALIFICATIONS**

- Master’s degree in public health, public policy, or health education with at least 2 years of post-graduation experience involving policy analysis and advocacy at the federal and/or state level; Or Bachelor’s degree in government relations, political science (or related field) with a minimum of 5 years’ experience in public health policy and advocacy at the federal and/or state level.
- Strong working knowledge of Congress and regulatory agencies; experience working with federal legislative staff and organizing Hill briefings a plus
- Experience with learning management systems and digital content delivery.
- 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.
- Is Highly analytical and able to perceive a policy issue from the lens of multiple stakeholders.
- Operates well in a team-based setting and promotes a collaborative environment.
- Detail-oriented and organized.
- Excellent organizational, writing and public speaking skills
- Experience working with coalitions, boards, committees or workgroups
- Certified Health Education Specialist a plus
- Ability to travel (<5%)

**FORWARD RESUME TO:** [hrexec@sophe.org](mailto:hrexec@sophe.org) SOPHE is an equal opportunity employer. No phone calls please.

**ABOUT SOPHE**



SOPHE is a dynamic, nonprofit organization of health promotion researchers, faculty, practitioners, and students at the National level and in more than 20 chapters. Founded in 1950, SOPHE’s mission is to support health education and promotion leaders to advance health equity and healthy communities across the globe. SOPHE stimulates research on the theory and practice of individual and population health; promotes standards for professional preparation of health educators; provides continuing education of the health promotion workforce; and advocates for policy and legislation to promote the public’s health. SOPHE is the only independent professional organization devoted exclusively to health education and health promotion.