



IMMEDIATE OPENING

TITLE: Project Coordinator II – School Health

REPORTS TO: Associate Project Director

FLS CLASSIFICATION: Full-time/Exempt

EFFECTIVE DATE: September 2021

POSITION SUMMARY

This position provides support to two SOPHE cooperative agreements in school health with the Centers for Disease Control and Prevention's Healthy Schools Branch. The position works with stakeholders to plan, conduct, and evaluate digital workshops, microlearning modules, and webinars for faculty and practitioners to advance implementation and evaluation of the Whole School, Whole Community, Whole Child (WSCC) model; develop and disseminate toolkits, resources and other materials in support of K-12 school health education and school employee wellness; and support conference calls and planning meetings with CDC staff and national advisory committees.

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 %	<u>Specific Responsibilities</u>
40%	<p>Supports the continued work of SOPHE's cooperative agreement, BUILDING THE CAPACITY OF STATE EDUCATION AND HEALTH DEPARTMENTS IN PROMOTING CHILDREN'S HEALTH AND WELLNESS</p> <ul style="list-style-type: none">▪ Participates in discussions on annual goals/direction/deliverables of the cooperative agreement in concert with the SOPHE School Health team and CDC technical monitor.▪ Assists in planning, conduct and evaluation of institutes and other educational opportunities (e.g. webinars, microlearning modules) for CDC grant recipients and target audiences to strengthen the provision of training and technical assistance in school health education at the state/local levels.▪ Identifies speakers or subject matter experts needed for institutes, webinars or projects.▪ Coordinates delivery of virtual trainings on SOPHE's eLearn platform with SOPHE's digital contractor.▪ Develops toolkits, facts sheets, infographics or other resource material related to assist grant recipients in accomplishing their objectives.▪ Works with the SOPHE communications team on school health website updates and other communications.



	<ul style="list-style-type: none"> Records minutes of meetings of SOPHE's internal school health team and with CDC technical monitor; schedules conference calls/meetings.
50%	<p>Supports the launch of a new SOPHE/CDC cooperative agreement Building The Capacity Of District And School's Employee Wellness Programs And Policies</p> <ul style="list-style-type: none"> Participates in discussions on annual goals/direction/deliverables of the cooperative agreement in concert with the SOPHE School Health team and CDC technical advisor. Assists in planning, conduct and evaluation of institutes and other educational opportunities (e.g., webinars, microlearning modules) related to school employee wellness, social/emotional learning, social determinants of health and health equity. Identifies speakers or subject matter experts needed for institutes, webinars or projects. Coordinates delivery of virtual trainings on SOPHE's eLearn platform with SOPHE's digital contractor Updates school wellness resources with new evidence-based content related to health equity and social determinants of health. Works with the SOPHE communications team to promote school wellness resources and announcements to target audiences. Records minutes of meetings of SOPHE's internal school health wellness team and with CDC technical monitor; schedules conference calls/meetings.
10%	<ul style="list-style-type: none"> Working with SOPHE's Awards Committee, coordinate the announcement, application, adjudication, timeline of SOPHE's award program; ordering award plaques or trophies; and coordinating the annual awards program each spring in conjunction with the SOPHE annual conference staff. Assist with SOPHE Annual Meeting and other major initiatives, as requested. Other SOPHE activities and duties upon request.

QUALIFICATIONS

- Master's degree in public health, health education or health promotion; Or Bachelor's degree in health education with a minimum of 5 years' experience
- Demonstrated knowledge or prior work experience in school health education, employee wellness, and health equity
- 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.
- Operates well in a team-based setting and promotes a collaborative environment.
- Detail-oriented and organized.
- Excellent organizational, writing and public speaking skills
- Certified Health Education Specialist a plus
- Ability to travel (<5%)

FORWARD RESUME TO: 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.