

SOCIETY FOR PUBLIC HEALTH EDUCATION
10 G St, NE, Suite 605
Washington, DC 20002
www.sophe.org

EDITORIAL & PROJECT COORDINATOR

Summary

Coordinate the production of a bimonthly scholarly journal *Health Promotion Practice* by working with the Editor-in-chief, editorial board and journal publisher. Coordinate national conferences, meetings and online professional development opportunities for health professionals. Requires superior organizational and writing skills, attention to detail, proven project management, and ability to work with teams.

Responsibilities

1. Work with journal editor to prepare for publication SOPHE's journal *Health Promotion Practice* and any special issues/supplements by:
 - Managing an electronic manuscript tracking system for all articles submitted to the journal;
 - Obtaining signed copyright agreement forms and providing to publisher;
 - Working with the journal publisher to meet all deadlines for production of each issue;
 - Maintaining tracking system of all due dates for department columns from associate editors and following up to be sure articles are submitted;
 - Organizing periodic conference calls and meetings of the journal associate editors and/or editorial board, and taking and distributing minutes of such calls or meetings;
 - Drafting and mailing correspondence on behalf of the journal editor; responding to routine correspondence and inquiries related to the journal;
 - Organizing and maintaining office files related to the journal and internal master library of all issues printed;
 - Working with SOPHE office to ensure proper membership forms, continuing education forms, and other notifications are included in each issue of the journal;
 - Working with editor-in-chief, CEO, and publisher's marketing department to develop and implement marketing strategies for the journal; and
 - Providing periodic updates to publisher and SOPHE websites related to the content or instructions for the journal.

2. Work with the Director of Professional Development and SOPHE committees to provide continuing education to SOPHE members by:
 - A. Organizing a three-day annual conference of 500-600 attendees, and working with various subcommittees on the following duties:
 - Managing the online call for abstracts with authors
 - Corresponding with speakers and poster presenters
 - Working on hotel, AV, and social event logistics
 - Working with fundraising and exhibits
 - Working with publicity and public relations
 - Obtaining requisite information for continuing education application
 - Organizing committee conference calls and preparing minutes

- Assisting with meeting evaluation and analyzing the results of the meeting and recommendations for improvement
- B. Supporting the availability and management of self-study programs and courses offered in SOPHE's Center for Online Resources and Education (CORE) system by:
- Organizing and hosting live webinars
 - Uploading recorded webinars for self-study
 - Identifying and uploading relevant resources and materials from SOPHE Communities of Practice or other sources that may be potential interest to SOPHE audiences
 - Assisting in managing the continuing education opportunities and records of CHES/MCHES users of CORE
 - Tracking uses of various aspects of the CORE portal and providing semi-annual reports
 - Assisting in the identification of the need for new online courses and offerings
- C. Assisting in the production of new SOPHE publications as needed.
4. Develop brochures, flyers, and other design/graphic materials for SOPHE programs.
5. Assist with other SOPHE activities and duties upon request.

Qualifications

- Bachelor's degree in health education, social sciences, or liberal arts; certified health education specialist (CHES) preferred.
- Copy editing skills with knowledge of APA Manual of Style and attention to detail.
- Technological experience with creating and updating websites and using online platforms.
- Experience in meetings and professional development.
- 2-3 years experience, preferably in an association/non-profit environment.
- Excellent interpersonal, organizational and project management skills.
- Ability to work independently as well as in teams and handle multiple tasks at one time.
- Availability for limited travel for business.

Benefits

Full-time exempt position with employer-paid health, dental, and life insurance and other benefits. No relocation expenses provided.

Send Resume, Writing and Design Samples to:

Email: info@sophe.org; By mail to: Editorial & Project Coordinator, 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 of health education professionals. SOPHE is the only independent professional organization devoted exclusively to public health education and health promotion at the National level and in 19 chapters.