

Society for Public Health Education
10 G St, NE, Suite 605
Washington, DC 20002
www.sophe.org

Editorial/Project Manager

Summary

Manage the production and promotion of a bimonthly scholarly journal *Health Education & Behavior* by working with the Editor-in-chief, editorial board and journal publisher. Coordinate the development and expansion of national SOPHE products and training networks. Requires master's degree in public health/health education, superior organizational and writing skills, expertise in training and project management, and tobacco cessation/control.

Responsibilities

1. Work with journal editor to prepare for publication SOPHE's journal *Health Education & Behavior* and any special issues/supplements by:
 - Managing an electronic manuscript tracking system (i.e. Scholar One) for all articles submitted to the journal;
 - Obtaining signed copyright agreement forms from all authors and providing to publisher;
 - Working with the journal publisher to meet all deadlines for production of each issue;
 - 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 others notifications are included in each issues of the journal;
 - Working with editor-in-chief, CEO, and publisher's marketing staff to develop and implement marketing strategies for the journal, including social media; and
 - Providing periodic updates to publisher and SOPHE websites related to the content or instructions for the journal.

2. Manage the marketing and dissemination of the SCRIPT smoking cessation for pregnant women curricula and training network.
 - Work with Senior SOPHE staff and external consultants to develop marketing plan to strategic audiences to help disseminate SCRIPT program
 - Manage and maintain the National Network of SCRIPT trainers by:
 - Recruiting and screening trainers
 - Organizing periodic "train the trainer" sessions
 - Developing and executing MOUs for trainers
 - Hold periodic conference calls and listserv postings with trainers to keep them updated on developments and changes to curriculum
 - Manage alliances with key external organizations, (e.g. March of Dimes) for SCRIPT marketing and dissemination
 - Provide periodic reports on the number of persons trained, locations of training, and other relevant programmatic information to assess the reach and effectiveness of the SCRIPT training system as well as recommendations for improvement.

3. Assist with SOPHE's fundraising program including:
 - Managing the donations database and acknowledging donors
 - Developing and disseminating targeted donor appeals
 - Conducting donor research
 - As part of SOPHE's team, write proposals for funding to support SOPHE's strategic plan
4. Other SOPHE activities and duties upon request.

Qualifications

- Master's degree in health education, public health; certified health education specialist (CHES) or MCHES preferred.
- 4-5 years' experience, preferably in an association/non-profit environment.
- Experience in maternal/child health and tobacco cessation preferred.
- Experience in training and project management.
- Excellent interpersonal and organizational skills.
- Ability to work in teams and independently and to handle multiple tasks at one time.
- Good copy editing skills with knowledge of APA Manual of Style.
- Ability to travel for business.

Salary Range/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 Manager, 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.