



SOCIETY FOR PUBLIC HEALTH EDUCATION
750 First St., NE, Suite 910 • Washington, D C 20002-4242 • Phone 202/408-9804 • Fax 202/408-9815 • Website www.sophe.org

New Staff Position Available
Director, Professional Development

Responsibilities

Plan, implement and evaluate SOPHE's Annual Meeting in conjunction with SOPHE committees and officers. Provide support for fundraising, grant proposal writing, onsite logistics with contractors, and work with SOPHE chapters.

Provide secondary support to SOPHE's Midyear Meeting and Advocacy Summit in conjunction with SOPHE staff, committees, and officers, particularly with outside vendors and contractors.

Working in conjunction with SOPHE's committees, develop new distance learning programs in leadership, health communications and other areas; coordinate instructors, offerings, evaluation, partnerships with other groups; work with SOPHE staff to help market and provide CE for the offerings.

Direct professional development courses at CDC University and potentially through other state/regional markets.

Direct training network and marketing related to CDCynergy.

Identify, plan, coordinate and oversee development of new SOPHE publications; work with SOPHE staff on related marketing;

Provide direction and staff support to SOPHE committees.

Assist in writing or implementing contracts and grants related to SOPHE's mission.

Other duties as requested.

Qualifications

Master's degree in public health, health education or related field.

Five years of progressively responsible work experience involving meetings and continuing education.

Demonstrated experience with distance learning formats and programs.

Experience working with boards and committees.

Experience with grant writing and fundraising.

Good organization, writing and public speaking skills.

Certified Health Education Specialist preferred.

Association experience preferred.

Send Resume to

info@sophe.org; Society for Public Health Education, 750 First St, NE, Suite 910, Washington, DC 20002. No phone calls please.