



## **Call for Applications: Administrative and Membership Coordinator (contract position)**

February 25, 2021

### *Position Description*

The Society of Practitioners of Health Impact Assessment (SOPHIA) is an international membership association for health impact assessment (HIA) practitioners. Formed in 2011, our mission is to provide leadership and promote excellence in the practice of HIA. We accomplish this through activities such as peer-networking and development of tools and resources. SOPHIA represents members from all over the world, with the majority of our members based in the U.S. Learn more at: [hiasociety.org](http://hiasociety.org).

This year, we will begin to update our 2-year strategic plan. The current plan aims to: build the capacity of practitioners to consider health impacts; increase the visibility of SOPHIA; grow SOPHIA's membership; and ensure financial sustainability. Some of the core activities that we are enacting to achieve these goals include: supporting Health in All Policies (HiAP) through a working group on HiAP, developing affiliations with health-focused organizations around the world; and applying to a range of relevant funding opportunities.

SOPHIA is currently seeking applicants for a part-time Administrative and Membership Coordinator. The Coordinator works with SOPHIA's volunteer, elected Steering Committee to provide administrative support to the organization. The Steering Committee guides SOPHIA's operations and programmatic work with support from the Coordinator. The Coordinator reports directly to the Steering Committee and receives support and guidance from the President. The Coordinator is a contractor with Human Impact Partners (HIP), SOPHIA's fiscal sponsor, and works approximately 0.10 FTE (4 hours per week) on average (hours increase with hosting the Practitioner Workshop), with the potential to increase hours in the future as funding allows.

The Coordinator's responsibilities include:

### *Communicating with SOPHIA's members and partners*

- Serve as the main point of contact for SOPHIA, responding to ongoing email and phone requests in a timely manner
- Send the quarterly newsletter to members, and participate in other member communications activities as needed
- Update and maintain the SOPHIA website, and continue to expand online resources
- Post updates and resources regularly on SOPHIA LinkedIn group page, website, and Twitter
- Update SOPHIA communications materials as needed
- Conduct outreach to key stakeholders and potential funders to promote SOPHIA and provide information to distribute through networks

### Support SOPHIA Steering Committee and Working Groups

- Assist the SOPHIA Steering Committee in implementing the strategic and development plans, organizing monthly meetings, and running annual elections.
- Support HIP and the Treasurer on troubleshooting and requests related to the membership management system.
- Ensure clear and consistent communication and coordination of activities within the Steering Committee, between the Steering Committee and the Working Groups, and with external partners.

### Organizing the HIA Practitioner Workshop

- Lead the Practitioner Workshop (PW) planning committee, including organizing calls and coordinating with the host organization and other partners.
- Organize and monitor registration and serve as a first point of contact to attendees
- Communicate with speakers and sponsors to collect information for the event
- Create event marketing documents and collateral including final program
- Supporting the PW through coordinating day of the event logistics and event management
- Drafting a workshop summary document

With additional funding the responsibilities (and hours) of the Coordinator will grow to potentially include other activities as part of the strategic plan, including development and/or grant writing, implementation of member services, and logistics support for events and trainings.

### Skills and Experience

Applicants for this position should have experience in website content management, social media, communications and/or marketing and project management. Experience in nonprofit board management, development and/or fundraising and work with a range of digital platforms are desirable. The ability to self-manage and work independently with minimal oversight is a must. Experience in public health policy, HIA or Health in All Policies is desirable, but not necessary.

The Coordinator may work remotely from any location. As a contractor, they will be expected to use a personal computer and phone. Some travel is expected and reimbursement for necessary travel will be provided (e.g., attending Practitioner Workshop). Hours of work are flexible, with calls and meetings often taking place out of regular work hours (for non-U.S. based applicants). The contractor will be compensated at an hourly rate of \$25-28 USD per hour, depending on experience. The contractor is not eligible for employee benefits and is responsible for complying with applicable income and employment tax law.

### Application Instructions

To apply for this position, please email a cover letter and resume to Sandra Whitehead (whitehead.sandra.1@gmail.com) by April 5, 2021.

The anticipated start date for this post is May 2021.