



## SOCIETY OF STATE DIRECTORS OF HEALTH, PHYSICAL EDUCATION AND RECREATION

### PROJECT DIRECTOR FOR HIV EDUCATION

**Full-time Project Director** (40 hours/week) for a national school health and physical education membership organization based in Reston, VA. The staff member provides quality services to the membership and completes responsibilities as assigned by the Executive Director.

#### **Responsibilities:**

- ∞ Direct specific objectives and activities of SSDHPER's cooperative agreement to *Strengthen Leadership and Governance for HIV Prevention* with the U.S. Centers for Disease Control and Prevention, Division of Adolescent and School Health. Direct development of the annual application and relevant reports. Ensure programmatic obligations are fulfilled and financial responsibilities are maintained.
- ∞ Direct activities related to the program of professional development events, including the SSDHPER Annual Meeting, and other trainings and meetings.
- ∞ Contribute to content of communications initiatives, including newsletters, electronic updates, [www.thesociety.org](http://www.thesociety.org) web site, conference presentations, etc.
- ∞ Represent SSDHPER on working groups, committees and task forces as assigned.
- ∞ In collaboration with the Executive Committee, provide support and recommendations for assigned SSDHPER committee(s), assisting committee(s) with implementation of goals and objectives of the SSDHPER Applied Strategic Plan.
- ∞ Manage specific operations of the SSDHPER national office as assigned.
- ∞ Fulfill other responsibilities as delegated by the Executive Director.

#### **Qualifications:**

- ∞ Master's degree in health education, public health or education highly preferred. Bachelor's degree plus relevant experience may substitute for Master's degree.
- ∞ Excellent verbal and written communication skills, excellent interpersonal skills, strong organizational skills, attention to detail, ethical, team player and ability to work independently required.
- ∞ Experience as a staff member of a state department of education or state department of health highly preferred.
- ∞ Grants management, project management, HIV prevention, and coordinated school health program experience highly preferred.
- ∞ Experience providing quality professional development activities highly preferred.
- ∞ Proficiency in Microsoft Office Suite (Word, Excel, Access, PowerPoint, and Outlook) preferred.
- ∞ Local and out-of-state travel required.

#### **Compensation:**

- ∞ Salary \$55-75,000 based on experience and qualification
- ∞ Flexible schedule based on a 40-hour work week
- ∞ Flexible benefits package
- ∞ Pleasant work environment
- ∞ This position is contingent upon grant funding

#### **To Apply:**

Submit a cover letter describing how your experience qualifies you for the position described. Applications must be sent via email to [search@thesociety.org](mailto:search@thesociety.org). Please send the cover letter and a resume/vita as attachments. The review process will begin immediately and continue until the position is filled. Start date is negotiable. Previous candidates need not apply.

For more information about The Society, visit <http://www.thesociety.org>.