Job Title: Green Dot Program Coordinator
Location: 109 Elm Hall, Health & Wellness, Student Life
Pay Rate: $15/hour
Hours per Week: 15 hours/week
Duration: Fall Quarter 2017 - Spring Quarter 2018 (excludes Winter break; additional summer hours available in September 2017). The position is reviewed annually with the potential to continue one additional year.
Supervisor: Melissa Tumas, Training & Education Coordinator

Duties and Responsibilities:
The Green Dot Program Coordinator is responsible for coordinating, implementing and evaluating the Green Dot Bystander Program in Health & Wellness. The aim of Green Dot is to prevent and reduce sexual assault & relationship violence at UW by engaging students as leaders and active bystanders who step in, speak up, and interrupt potential acts of violence. The Green Dot movement is about gaining a critical mass of students, staff and faculty who are willing to do their small part to actively and visibly reduce interpersonal violence at UW.

- Coordinate and assist with Student Bystander Trainings, Overview Trainings and Faculty and Staff Trainings. Duties include overseeing all aspects of the training: managing requests and RSVPs, reserving space on campus, ordering food and other training logistics.
- Process requests for training and participation at campus events, and schedule Green Dot staff volunteers to complete requests.
- Reach out to student organizations/communities and departmental administrators to bring bystander intervention efforts to their communities.
- Coordinate marketing and external communications, and serve as the student representative for the program. Maintain and update Green Dot website and social media.
- Collaborate with student organizations and campus partners to create new initiatives and maintain existing Green Dot programming and events.
- Assist the Training & Education Coordinator with program evaluation.
- Assist the Training & Education Coordinator with planning meetings and communication for Green Dot staff volunteers.

Requirements:
- Undergraduate student
- Prior experience in student leadership role or transferable skills
- Training in the areas of sexual assault and relationship violence prevention, mental health and/or alcohol and other drug education
- Completion of or current enrollment in Peer Health Educator Training is preferred but not required
- Oral and written communication skills; ability to communicate with students, faculty, and staff from diverse backgrounds
• Ability to work independently and on a team
• Strong time management skills
• Willingness to sign a confidentiality agreement and code of conduct
• Skilled in Word, Excel and PowerPoint, Prezi, WordPress and other common office programs
• Ability to communicate well verbally and in writing and to speak in front of an audience

Educational and Occupational Benefits:
Experience managing a large institutional program. Opportunity to work with professional staff who are content experts in the fields of Health & Wellness, Suicide Intervention, Alcohol and Other Drug Education, and Sexual Assault and Relationship Violence. Develop skills in an office environment, including but not limited to event planning, leadership training, public speaking, and program management.

As part of our commitment to the student experience, Health & Wellness and the Division of Student Life will review each student employees academic progress via GPA reviews. The intent of these grade checks is to offer our student employees holistic support and connect students to resources and academic support services should the need arise. These reviews will begin after you complete your first quarter of employment. GPA reviews have no impact on your selection for the position or your standing as an employee once you begin employment.

At the University of Washington, diversity is integral to excellence. We value and honor diverse experiences and perspectives, strive to create welcoming and respectful learning environments, and promote access, opportunity and justice for all.