**Job Title**: Peer Health Education (PHE) Coordinator for Alcohol and Other Drugs Programs

**Location**: 109 Elm Hall

**Pay Rate**: $10/hour

**Hours per Week**: 10 hours a week

**Duration:** Fall quarter 2014 - Spring quarter 2015

**Supervisor**: Jason Kilmer

**Duties and Responsibilities:**

* Coordinate events and programs that raise awareness about alcohol and other drug education on campus.
* Lead PHE presentations on alcohol and other drugs.
* Work closely with other PHE Coordinators in networking and relationship building across campus and in relevant communities to promote PHE presentations and programs.
* Meet weekly with other PHE Coordinators and PHE Director as a part of the PHE Leadership Team.
* Update PHE website and Facebook as needed to reflect current programing and events on campus.
* Participate in PHE training in Spring 2015.

**Educational Benefits:**

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, program management.

**Requirements:**

* Member of the Peer Health Educators or trained in a comparable peer health educator program
* Strong interest in the field of alcohol and other drugs education
* Willingness to sign a confidentiality agreement
* Skilled in Word, Excel, PowerPoint, Prezi, WordPress and other common office programs
* Ability to communicate well verbally and in writing, and to speak confidently and clearly in front of an audience