**Job Title**: Peer Health Education (PHE) Coordinator for Mental Health Education

**Location**: 109 Elm Hall

**Pay Rate**: $10/hour

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

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

**Supervisor**: Shannon Bailie

**Duties and Responsibilities:**

* Coordinate events and programs that raise awareness about mental health education on campus.
* Lead PHE presentations on mental health and suicide prevention.
* 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 fields of mental health and suicide prevention
* Willingness to sign a confidentiality agreement
* Skilled in Word, Excel and 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