

CHECK IT PEER EDUCATOR POSITION DESCRIPTIONS:

Hours/Week: academic calendar, 10 hours per week Salary: range starting at \$9

Application Deadline: March 27, by 5pm.

To apply: Fill out and email your application to Mary Sue Savage at mss62@humboldt.edu.

Peer Educator Requirements (for all positions):

- Have at least one year remaining at HSU.
- Be available to attend our paid Fall and Spring Semester Retreat and Staff Training
- Enroll or have taken Acts to End Sexualized Violence 1 Course (may also be considered if one has prior knowledge and experience in prevention work, anti-violence education/organizing).
- If hired, commit to volunteering 4 hours this semester to see the way the program works in action.
- Have a deep understanding of consent, respect within relationships, and embody it within ones personal life and actions.

Position Descriptions:

WORKSHOP PRESENTER

Responsibilities include, but are not limited to:

- Co-facilitate our CHECK IT workshops/presentations
- Revise presentation power points, and update scripts as needed
- Make copies of workshop materials, as needed, and keep the workshop box up-to-date
- Update excel sheet after each workshop. Record attendance & evaluation comments. Send thank you emails to all attendees.
- Co-organize our weekend CHECK IT training workshops
- Work with other staff members to help prep them for presentations
- Network with various groups across campus to sign them up for our workshops

VISUAL

MEDIA COORDINATOR

Responsibilities include, but are not limited to:

- Take photos/video footage at events, workshops, volunteer days, etc. or ensure someone else can.
- Expand our "I CHECK IT" and "We CHECK IT" video and photo project campaign.
- Work with staff and volunteers to create weekly/monthly podcasts/PSAs
- Work with housing and other departments to display our PSAs/Commercials
- Categorize and clearly label our project photos and videos
- Develop, with our student launch team, creative visual ways to spread the word about CHECK IT.

Additional position requirements:

- Experience with Photoshop or other design software.
- Experience with iMovie or other video editing software.
- Submit images or videos of your work with application.

PARTY RESOURCE COORDINATOR

Serve as the point person for developing and sharing our consent centered CHECK IT party resources and strategies that help centralize messages of consent within the party scene and make it a norm to CHECK IT when we see an absence of consent. Responsibilities include, but are not limited to:

- Review and revise content for our party with consent workshops
- Develop new party resources & interactive party resource trainings

- Meet with people who are interested in the party resources and create customizable party kits based on their needs, their party style, etc.
 - Keep inventory of party supplies
 - Outreach to groups across campus
 - Work with other staff and volunteers to create the handmade party materials
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CREATIVE OUTREACH COORDINATOR

- Network with and develop strong relationships with groups/teams/clubs across campus: learn about their work, and see potential points of collaboration
- Post info about our workshops/events to the different publicity outlets: University Notices, HSU Now, LCD screens in housing/dining, etc.
- Organize staking/chalking, as needed.
- Organize library display case
- Attend volunteer mtgs. and brainstorm simple and effective outreach strategies for getting the word out about CHECK IT with other staff and volunteers