

## **USC Sexual Wellness Position Descriptions for 2022-2023**

Thank you for your interest to join USC Sexual Wellness Advocacy Team! We are looking for transformative individuals who are passionate about health promotion in the sexual and reproductive space, and from an intersectionality lens.

Please note that no previous experience is required, only a commitment and passion for advocating for sexual wellness and health is needed.

Successful candidates should be:

1. Be willing to commit 2-4 hours/week for meetings, events, and planning.
2. Be able to brainstorm, plan and organize events surrounding sexual advocacy and wellness awareness throughout the academic year.
3. Contribute different ideas and perspectives on a variety of topics and issues faced by various ethnic groups.
4. Be able to attend USC Sexual Wellness organized events, with flexibility based on circumstances.

Only qualified candidates will receive notification of an interview invite by email. Virtual interviews will begin to be held late September to early October.

Positions are listed below, with the number of available positions in parentheses. Please note that specific positions will require a portfolio for submission.

**Applications are due Friday, September 23rd 2022, at 11:59pm.**

## Committee's Operations

### **Internal Communications Director (1)**

This individual must be able to take initiative, have strong organizational abilities, and work closely with the Coordinator. This person is in charge of writing meeting minutes, tracking deadlines, sending reminders, holding other executives accountable, and motivating the team.

### **Finance Director (1)**

Working with the coordinator, the other portfolios, and partners, this individual is in charge of managing the budget and distributing monies among the various events. Additionally, they will be in charge of submitting grant applications and advising the team on financial planning, including the requirement to gather estimates, place supply orders, and manage purchases of products and services. Although not necessary, having experience in accounting and financial management is strongly advised.

### **Photographer/Videographer (1)**

This individual is responsible for running (video) cameras for the production of media as necessary, either on location or in their own studio. As well, this individual is responsible for producing and editing content as necessary, for events and campaigns, for example. It is strongly advised that this individual possess their own equipment and has previous experience.

***As part of your application, please provide a portfolio of your prior photography and videography work in the proposal.***

## Marketing Committee

### **Marketing and Communications Director (1)**

This individual must be creative, self-motivated, and knowledgeable about social media marketing techniques. This person will post frequently on social media (Facebook and Instagram) and take the initiative to assess engagement trends and create newer techniques for greater reach. This person is in charge of organizing, developing, and maintaining an active online presence and making sure that all of our initiatives and programming are brought to the forefront of on-campus student conversation.

### **Marketing Interns (2)**

These individuals will devise plans to advance marketing and raise engagement. Additionally, actively developing TikToks and/or Instagram reels while assisting the Marketing and Communications Director in creating Instagram captions, posting on our social media platforms and other related tasks.

## Graphics Portfolio

### **Graphics and Design Director (1)**

The creative direction for campaigns, social media posts, and events will be established by this individual. For this position, one must be creative, familiar with social networking sites, skilled at graphic design, and knowledgeable about software including Canva or Photoshop. Additionally, this person will provide work to their interns, acting as a liaison between the Coordinator and the Graphics Portfolio. ***As part of your application, please provide a portfolio of your prior graphic design work in the proposal.***

### **Graphic Design Interns (2)**

For events, campaigns, and social media posts, these individuals will collaborate closely with the Graphics and Design Director to create educational and appealing graphics. These people will also be in charge of producing materials like infographics, brochures, and pamphlets. Although not necessary, having a graphic design background is strongly advised. ***As part of your application, please provide a portfolio of your prior graphic design work in the proposal.***

## Events Portfolio

### **Events Director (1)**

Working with other organizations on campus or in the community, this individual will coordinate and develop imaginative, thorough, and varied educational and social programming. This individual is responsible for helping USC Sexual Wellness in the ideation, planning, and execution of community events. Additionally, this individual will provide responsibilities to their interns, acting as a liaison between the Coordinator and the Events Portfolio.

### **Outreach Coordinator (1)**

This individual will create outreach plans, communicate with outside groups, and build connections with other student organizations. This person will collaborate closely with the Coordinator and Events Director to make sure that the appropriate parties are informed, involved, and consulted on the programming. Additionally, this person will be in charge of obtaining sponsorships for activities, campaigns, and projects.

### **Events Interns (4)**

These individuals will collaborate closely with the Internal Communications Director and the Events Director to plan and carry out events as required, such as internal executive socials, campaigns, and other initiatives. These people need to be well-organized and able to work well with others.

## **Research Portfolio**

### **Research Director (1)**

This individual will be in charge of identifying and investigating the needs of students in the Western community. This includes developing new projects, managing the research for social media postings and campaigns, and reviewing and analyzing survey results as necessary. Additionally, this person will provide work to their interns, acting as a liaison between the Coordinator and the Research Portfolio. In addition to leadership, communication, and teamwork abilities, this position calls for knowledge of data analysis (particularly with survey data), report writing, and research methodologies.

### **Research Interns (2)**

These individuals will write the content for social media posts that provide information on sexual and reproductive health. These people should be capable of conducting literature reviews and translating the results into clear, succinct summaries. Additionally, identify problems affecting sexual and reproductive health and provide solutions. To conduct research and create policy papers, the research interns will collaborate closely with the Research Director.