



University Students' Council – Position Description

Position Title:	Health Promotions Coordinator
Supervisor:	Vice President Orientation & Programming
Remuneration:	\$18/hour
Hours of Work:	10 hours per week average
Term:	September 1 – April 30 th

OVERVIEW:

The Health Promotions Coordinator is expected to educate and promote sexual health and wellness, health and safety issues, and wellness services offered on campus. In this role, you will: execute educational programming on the topic of sexual wellness and/or other areas of wellness; advocate for issues related to sexual and gender-based violence prevention and response that have been endorsed by the USC Council and/or Executive; and organize campaigns to break down the stigma associated with sexual health issues that affect students.

DUTIES AND RESPONSIBILITIES:

- With the support of a leadership team, organize public awareness initiatives with an explicit consideration for equity, diversity, and inclusion.
- Create a student environment that emphasizes the importance of physical, mental, social, environmental, academic, and spiritual health.
- Work in collaboration with the AVP Orientation & Programming under the directives of the Vice President Orientation & Programming, to promote an intersectional approach to wellness across all of our services.
- Design and implement at least two promotional initiatives related to health and wellness per semester with the support of the Vice President Orientation & Programming.
- Work in conjunction with the other USC services on events, where possible.
- Consult with the Vice President Orientation & Programming and broader USC Executive to determine annual research priorities; identify research best practices; and create a research strategy prior to the execution of the research and consultation phases.
- Responsible for the recruitment, selection and management of a leadership team in partnership with the AVP Orientation & Programming.
- Organize the annual Get Tested event with Middlesex-London Health Unit.
- Contribute to the budgeting and event proposal process with the AVP Orientation & Programming for all portfolio initiatives.

- Maintain an active working relationship with the Vice President Orientation & Programming and AVP Orientation & Programming.
- Adhere to USC bylaws, policies and procedures.
- Respect the authority of the USC Executive, specifically the expectations communicated by the VP University Affairs.
- Asks for help with projects and tasks where needed.
- All USC Coordinators are encouraged to promote each other's events. This will ultimately benefit everyone in their efforts to promote their initiatives.
- Sit on working groups and committees at the request of the VP Orientation & Programming.

QUALIFICATIONS:

- All Coordinators must be an undergraduate or professional student as defined by Western University during the school year they are in the Coordinator role.
- A Coordinator cannot hold another USC paid position (USC Operation, AVP, Governance Leader, Intern) or USC Councillor, Purple Care Trustee, or Director position on the USC Board of Directors or the Appeals Board.

KNOWLEDGE, SKILLS and ABILITIES:

- **Interpersonal Communication:** The Health Promotions Coordinator position requires strong interpersonal communication skills, given the need to work concurrently with a number of project stakeholders. Able to provide constructive feedback to project stakeholders and communicate expectations effectively through written and oral mediums.
- **Project Management:** The Health Promotions Coordinator will act as project manager for all the projects incumbent upon the leadership team to accomplish in areas of health and wellness. Strong organizational and time management skills are paramount to the success of these projects. The Coordinator should be flexible, able to critically assess and troubleshoot problems and demonstrate effective problem solving in the role.
- **Group Facilitation:** In leading the executive committee, the Health Promotions Coordinator should have effective group facilitation skills to ensure a positive and productive experience for all members. Willing to utilize a diverse range of team member skills, recognizes how team members can serve to complement one another. Able to effectively facilitate team decision-making processes, especially when navigating collaborative creativity among team members. Fosters team culture that supports consensus building and the development of its members.
- **Research:** Strong research and written communication skills is an asset.

TRAINING:

- The Health Promotions Coordinator will be required to attend all USC-mandated training sessions for Coordinators, as determined by the Vice President Orientation & Programming and the USC Human Resources Department.
- The Health Promotions Coordinator will be expected to attend a mandatory EDI and Health and Safety training seminar conducted at the beginning of their term.