



HPW Outreach Assistant Spring 2023

HPW Outreach Assistant

Working closely with the Peer Health Leadership Coordinator and Administrative Analyst, you will have the opportunity to lead HPW outreach work and front desk operations. Help increase students' knowledge about available health and wellness resources, programs and services on campus!

What you will do:

Prepare and facilitate outreach presentation to the SF State campus (classrooms, student orgs, campus partners meetings) about HPW activities, events, services, resources and programs.

Spearhead HPW Outreach work by leading weekly in-person tabling, posting promotional materials on bulletin boards and delivering flyers to campus partners

Promote HPW resources to student orgs and residence halls

Reach out to the SF State campus community to promote HPW resources, programs and services.

Lead front desk operations by coming into the HPW office, respond to inquiries, direct students to the appropriate health and wellness resources and services, assist HPW Ambassadors (student volunteers) and other office related tasks

Prepare and restock health and wellness kits and items (safer sex kits, self-care kits, basic needs kits and promotional giveaways)

Support Peer Health Leadership Coordinator and Administrative Analyst with data collections, reporting, program logistics and other HPW tasks and projects

Flexible to assist with a variety of office tasks and projects

What it takes to be successful in this role:

You are committed to come into the HPW office for in-person work and leading front desk operations

Able to work Friday afternoons (12-4pm)

You enjoy or would like to develop your presentation, facilitation, and event planning skills

You are committed to learning and growing personally and professionally

You are organized, have strong writing skills and a good communicator (ex: emails, phone, etc.)

You take initiative and would like to develop your leadership skills

You are flexible, can adapt to changes easily, work well under pressure and able to multitask

You are skilled or have some experience with software programs such as Microsoft Suite (Word, Excel & PowerPoint), Canva, GatorXperience, MailChimp and iLearn

You have some experience with outreach work and/or administrative work

You are passionate about health & wellness, advocacy, social work and/or community-based work