**Position Summary:**

Health and Wellness at the University of Manitoba is seeking a full-time summer Health and Wellness Program Assistant to assist in delivering quality health and wellness education and programming to the campus community. This position reports to the Health and Wellness Educator and will help with the assessment, planning, implementation and coordination of wellness programs and initiatives for all University of Manitoba students, as well as support the overall functioning of the Health and Wellness office.

Health and Wellness exists to enhance the individual and collective health of the campus community through a wide range of programs, services and resources. Through partnerships with on and off campus stakeholders, we work to create programming and initiatives that support healthier choices for students to reach their fullest potential. Our goal is to create a safe and supportive campus community that promotes holistic wellness through collaboration, assessment, communication and skill building.

**Summer Position:**

Proposed Work Schedule: varied daytime hours between 8:30 am and 4:30 pm; occasional evening and weekend work will be necessary

Estimated Hours: up to 35 hours per week with some flexibility

Proposed Start Date: Tuesday May 23rd 2017

Position End Date: Friday September 1st 2017

**Opportunity to Continue for the Fall/Winter Position (Part-Time):**

Proposed Work Schedule: varied daytime hours between 8:30 am and 4:30 pm; occasional evening and weekend work will be necessary. Must be available between 1:30 pm and 4:00 pm every Friday.

Estimated Hours: 10 – 20 hours per week with some flexibility

Proposed Start Date: Monday August 28th 2017

Position End Date: Friday April 27th 2018

Rate of Pay: $16.25 per hour with 6% vacation pay

Responsibilities:

- Research health and wellness best practices and consult with Health & Wellness Educator in creation of health and wellness materials, programming, workshops and presentations on campus
- Assist with all health and wellness programming and content development
- Volunteer management and support for Healthy U and Body Project programs
o Assist with Healthy U Orientation
o Assist with and/or lead weekly meetings, in consultation with the Healthy U Coordinator(s).

o Assist teams in the planning, implementation and coordination (e.g., generation of ideas, space/table booking, unit permissions, etc.) of health promotion events on campus.

o Maintain records of Healthy U volunteer activities (e.g., hours, student interactions, workshop attendance, evaluations, resources, etc.) and provide monthly report to Healthy U Coordinators.

o Serve as the main liaison within the Healthy U program (e.g., communicating team activity plans to Healthy U Coordinators for approval; bringing forward group or event issues that cannot be resolved within the volunteer teams).

o Connect with campus student organizations and student services to identify programming opportunities.

o Ensure project-planning forms are completed and budget requests are made and submitted to Healthy U Coordinator(s). Ensure permission is sought and gained from applicable units/offices/Healthy U Coordinator(s) before implementation of activities occurs.

o Manage Healthy U supply list and inventory. Pick up approved supplies for all outreach events and submit receipts to Coordinator(s).

o Assist with management of bodyproject@umanitoba.ca email and participant sign-ups, waiting lists and communication.

o Coordinate marketing and scheduling of Body Project workshops

o Ensure materials are maintained and equipment needs are satisfied for Body Project workshops.

• Health and Wellness event and awareness week planning, organization and volunteer management (e.g., Pet Therapy, Mental Health Awareness Weeks)
• Represent Health & Wellness at various tabling and orientation events as required
• Conducts presentations on the Health and Wellness Program or health topics as needed
• Health and Wellness advertising, social media and communications (webpage development, advertising materials, social media)
• Assist with health related communications and messaging
• Preparation of Health and Wellness educational materials (packages, pamphlets, etc.)
• Attend committee meetings as a representative of Health & Wellness when required
• Administrative tasks as required (record keeping, meeting minutes, room bookings, purchasing supplies, copying, printing, etc.)
• Respond to requests and inquiries from student groups and other campus community members as appropriate regarding resources and health and wellness programming
• Coordinate and implement assessment and evaluation of programming and initiatives
• Meet and collaborate with multiple stakeholders on and off campus to promote a culture of wellness on campus
• Other duties as assigned
- Undergraduate or Graduate student in a relevant degree program (example: Nursing, Health Studies, Social Work etc.) and related experience and skills.
- Successful completion of at least 2 years of University study with a minimum cumulative GPA of 3.0 is required.
- Knowledge and application of the principles of public health, health messaging and communication, holism, harm reduction, health promotion and prevention
- Knowledge of cultural competency and commitment to advocating for holistic wellness
- Knowledge of health issues and needs that affect the post-secondary population
- Experience working with diverse and at risk populations

- Required skills include:
  - organizational and communication abilities;
  - the ability to work effectively and collaboratively in a team environment;
  - assertiveness;
  - self-initiating, self-motivated and self-directive with the ability to work independently and take initiative;
  - able to manage multiple demands;
  - excellent organizational skills and reliability;
  - thorough working knowledge of Microsoft Office (Word, Excel, PowerPoint, Outlook)

- Assets for this position include:
  - Knowledge of and comfort with sexual health promotion and related topics and mental health promotion and related topics;
  - Volunteering and public speaking experience;
  - Ability to manage and resolve conflict and challenging situations;
  - Experience as a leader in a work or volunteer position.

Please submit cover letter and resume via email: Katie.kutryk@umanitoba.ca or drop off in person at the front desk, room 474 University Centre.

Deadline to Apply: Monday May 15th, 9:00 am.