Title: Outreach Coordinator

Dept.: Canisius College Counseling Center
https://www.canisius.edu/student-experience/student-support-services/counseling-center

Report to: Eileen Niland
Director, Counseling Center
Canisius College
2001 Main Street
Buffalo, NY 14208
Phone: 716-888-2620
Fax: 716-888-3218
nilande@canisius.edu

Primary Responsibilities:

- Develop, implement, promote and coordinate outreach programs for the Canisius College Counseling Center.
  - Programs Include: Stress-Less Days, Depression and Anxiety Screening Days, eating disorder and body image awareness, meditation and stress reduction, sexual assault/relationship violence prevention, and alcohol/substance abuse awareness, etc.

- Oversee the Step Up! Griffs Peer Education Program. Supervise, train and maintain regular communication with Peer Educators, to include biweekly meetings regarding projects.
  - Projects Include: Step Up! Griffs Bystander Intervention Training, One Love Escalation Workshops; additional sexual violence awareness and prevention programs (stalking, domestic/relationship violence, sexual assault, consent, etc.)

- Maintain active membership on the Sexual Violence Prevention Team (SVPT); create and distribute minutes from biweekly SVPT meetings.
**Additional Responsibilities:**

- Coordinate schedule for departmental trainings to include but not limited to QPR suicide prevention trainings, Step Up! Griff's Bystander Intervention trainings and programming requests for trainings from the Canisius College community.
- Design departmental promotion to include posters and fliers
- Manage and regularly post on departmental social media accounts
- Recruit and coordinate student volunteers for outreach initiatives
- Generate follow up reports for programs and create an Annual Report summarizing programs and initiatives for the academic year
- Create departmental outreach calendar
- Create and regularly update departmental bulletin board.
- Develop Outreach Coordinator Planning Guide
- Act as a liaison between the Counseling Center, other Student Affairs departments and student organizations to develop and coordinate outreach initiatives

**Qualifications:**

- Excellent communication and organizational skills
- Ability to lead and motivate groups of students
- Ability to create promotional materials
- Familiarity and comfort with Microsoft software
- Self-motivated with the ability to work independently and collaboratively
- Flexibility and sense of humor

**Terms:**

- Fall and Spring academic semesters
- 25 hours per week
- Position starts the week prior to the start of classes in the Fall

**Compensation:**

- 100% Tuition Waiver
- $2,000 Stipend
- $1,350 Meal Compensation