

## Program Assistant

This entry-level position serves to help the team maintain current programs and create new projects that align with the Thriving Initiative's mission statement. They help come up with and gather ideas and transform them into tangible programs. This position will work closely with lead co-facilitators who are responsible for operations, provider networking, and logistical support. They will also have the opportunity to work closely with the Vice President of Operations on developing new programs and events. This position works behind the scenes in programming, requiring less participant interaction than the other positions in services and programming.

### *Responsibilities:*

- Collaborate with officers to implement and oversee innovative officer-led programming.
- Present a brief storyboard on any new proposed programming (Winter and Spring Quarters).
- Initiate conversations and provide updates on new program development.
- Create Google Forms for the officers to suggest and vote on new program ideas.
- Collaborate with the Public Relations and Marketing committee to create and/or upkeep any media platforms that may be used to host the programs.
- Lead individual meetings with the officer/volunteer whose proposed project/program has been selected to discuss goals and logistics.
- Assist in team fundraising efforts.
- Manage and share the official Thriving Events Calendar with the Thriving team.
- Work together with the Officer of Budgeting to order materials for participants.
- Distribute program materials as needed.
- Serve on at least one committee to help select community providers, re-evaluate curriculum and current practices, select materials to purchase, or conduct survey data for a current program.
- Serve as an active resource for survivors and assist with connecting participants and community members to support services if needed.
- Be available to step in as a Co-Facilitator if necessary.
- Attend and productively contribute to biweekly officer meetings.
- Attend at least 75% of biweekly team and committee meetings, unless a scheduling conflict exists, in which case an alternative plan can be arranged.
- Maintain a high level of professionalism and represent *The Thriving Initiative* positively both within the organization and outwardly to the community.

### *Expectations:*

We are looking for a passionate UCSB undergraduate student striving to be a part of the change they'd like to see in the community. We are looking for someone who is devoted to our mission to "inspire resilience in response to violence by promoting holistic community healing initiatives." We understand there are a lot of expectations for this position, if selected, you will

be thoroughly trained and prepared to take on each responsibility. We also offer continuous professional development and mentorship opportunities.

*An ideal candidate should have:*

- Strong writing and communication skills.
- A creative mindset.
- Familiarity with Google Calendar, When2Meet, Canva, and related platforms focused on organization development and presentation.
- Familiarity working with survivors of interpersonal violence is preferred but not required.
- A strong understanding of the importance of diversity and inclusion.
- An unparalleled passion and drive for supporting survivors of interpersonal violence on campus and promoting holistic healing at large.

### **Questions or looking for another way to get involved?**

If you have any additional questions about our organization, the application process, or want to connect about the organization, please contact us at: [apply@thethrivinginitiative.org](mailto:apply@thethrivinginitiative.org).

For more information on The Thriving Initiative and our upcoming programs please visit our website at <https://www.thethrivinginitiative.org/> and follow us on social media ([@thrivinginitiative](https://twitter.com/thrivinginitiative))!

**Apply at:** <https://forms.gle/sjO1E23o217CBhU66>