



## **Program Assistant (Volunteer Position)**

This position serves to help the team with new, and continuing, quarterly projects that align with the Thriving Initiative's mission statement. They help come up with and gather ideas, develop storyboards, and transform them into tangible programs with participants and activities.

### *Responsibilities:*

- Attend weekly officer meetings.
- Present a brief storyboard of the proposed program before it is initiated to present during officer meetings.
- Create google forms where the officers will suggest and vote on new program ideas.
- Collaborate with the public relations and marketing team to create and/or upkeep any media platforms that may be used to host the programs.
- Host meetings with the officer/volunteer or committee whose project has been selected to discuss goals and activities.
- Coordinate with appropriate community providers.
- Assist in team fundraising efforts.
- Initiate conversations and provide updates on new program development.
- Manage and share an events calendar with the Thriving team. If appropriate to any new program, the event calendar may also be shared with participants.
- Work together with the officer of budgeting to order materials the participants may need and help distribute program materials.
- Opportunities to grow and build professional development skills.

### *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/presentation.
- Familiarity working with survivors 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](#))!

**Apply at:** <https://forms.gle/qNnDdSPBTYYQtmDR7>