

Health Promotion Team Leader

Commitment: 5 hours/week

Compensation: \$16.50/hour

Positions Available: 6

The Health Promotion Team Leader is responsible for supporting student wellness through health education, initiatives, and projects, while representing Carleton University and the Office of the Associate Vice President Student Health and Wellness. The incumbent also assists with event planning and delivery, presentations and workshops, in addition to other Health Promotion activities. The Health Promotion Team will be divided into two sub-teams: Tabling Team and Social Media Team.

Requirements

- Enrolled as a full or part-time undergraduate degree studies student (as defined in the Carleton University Undergraduate Calendar) at Carleton University for the 2024/2025 academic year.
- A team player with strong interpersonal and group process skills.
- Excellent written and oral communication skills.

Duties Performed

- Research, synthesize, and design social media content, blog posts, campaign posters, and workshops.
- Facilitate workshops on various health related topics (both virtually and in-person).
- Collaborate with campus partners through meetings, initiatives, and campaigns to promote optimal student wellness at Carleton.
- Attend weekly 1-hour meetings and contribute to a dynamic team environment.
- Engage students in health-related conversations through games, handouts, one-on-one and group conversations, and giveaways while tabling around campus.
- Support in the maintenance of the Carleton Wellness website, including content development.
- Other duties as assigned.

Skills & Characteristics

- Demonstrated skills in gathering, compiling, and synthesizing information to develop health promotion initiatives and educational materials for students.
- Competency with Microsoft Teams, Slack, Canva, and social media platforms such as Instagram.
- Demonstrated strong communication skills (both written and oral).
- Demonstrated strong work ethic, organizational, and time management skills.

- Strong initiative to work creatively and independently – continually creating novel health campaign material for promotion on various health topics.
- Interested in growing leadership and public speaking skills.
- Previous experience and/or interest in the following areas is preferred: mental health, substance use health, harm reduction, sexual health, nutrition, sleep, stress, and physical activity.
- Strong interest in taking on a leadership role in the creation and implementation of tabling events and social media posts that align with Health Promotion.

Tabling Responsibilities

- Responsible for tabling 1-4 times per month in various spaces around campus.
- Responsible for gathering, compiling, and synthesizing information to develop health promotion initiatives and educational materials for students.
- Other duties as assigned.

Social Media Responsibilities

- Responsible for creating innovative social media content that align with Health Promotion.
- May also be responsible for developing additional information and resources (e.g. promotional material, posters).
- Other duties as assigned.

The Health Promotion team values innovation, impact, and student wellness. We are a team dedicated to creating accessible health information, increasing awareness and knowledge of student wellness, and helping students connect to resources. You can connect with the Health Promotion team through our free workshops, blog posts, or find us at @carletonwellness on Instagram.

This job involves training in late August and runs the length of the academic year. Please realistically consider if you have time to give before applying to this position.

If you have any questions, please do not hesitate to reach out to wellness@carleton.ca.