

FRESH

POSITION DESCRIPTION: VP ASSISTANT RESOURCE DEVELOPMENT

Duties/Responsibilities pertaining to the VP Assistant Resource Development include, but are not limited to:

- Assist VP Resource Development to develop concepts, graphics, and layouts for informational, promotional, and other resource materials for FRESH. These include but are not limited to the FRESH Peer Educator Training Guide, FRESH display boards, recipe cards, and educational materials.
- Collaborate with VP FRESH ED, Executive Members and Faculty Advisors on the creation of resource materials for upcoming FRESH or related events on campus
- Work with fellow Executive Members and Faculty Advisors in regard to elements of resource design style, format, and completion deadlines.
- Prepare rough drafts and meet deadlines for creating, reviewing, and editing material as agreed upon by the President, President-Elect, and Faculty Advisors.
- Review existing FRESH resources, and make alterations if required/agreed upon by FRESH executive team.
- Work closely with the VP FRESH ED to assist in the development of educational materials for FRESH events, including round table discussions and presentations.
- Communicate with faculty advisors to get approval for resource development by PEs.

Duties/Responsibilities as a FRESH Executive Member include, but are not limited to:

- Attend all FRESH executive and general meetings; be prepared to contribute new ideas, provide feedback, and actively participate in meetings.
- Communicate with Faculty Advisors, Executive Members, and Peer Educators in a timely, respectful manner.
- Participate in at least 2-3 FRESH ED events per academic year.
- Report PE volunteer hours to the VP Administration on the last day of each month or earlier.
- Maintaining confidentiality of specific aspects of the program's activities.
- Demonstrate:
 - Excellent organizational and leadership skills
 - Advanced communication and interpersonal skills
 - Commitment to the success of the FRESH program and its activities
 - Professionalism
- Support FRESH program by promoting and participating in FRESH ED presentations, social media promotions, and any other FRESH activities.

I have read and understood the position description:

Print Full Name

Signature

Date