**SOURCE Social Justice Programs Assistant**

SOURCE is seeking a student leader who can take on the role of furthering social justice orientation for students through programming and events.

**Purpose of Job:** SOURCE is the community engagement and service-learning center for the JHU health professional schools. SOURCE Social Justice Program Assistant (SSJPAS) will provide support and guidance to the SOURCE Social Justice programming, events, social media, and strategic collaboration efforts. While the position is a program assistant position, the position will also involve data tracking, best practice literature reviews in addition to providing support for key skill trainings.

**Description of Duties:**

- **Process management**
  - Assist in designing, managing logistics for and implementation of social justice events and program series
  - Support the recruitment, training and of management of Critical Reflection Leaders
  - Support the coordination and management of key training for SOURCE office hour members.
  - Manage event registration, post event surveys, and quality improvement proves through Qualtrics tools.

- **Program administration**
  - Coordinate and support student leaders in their social justice orientation: Awareness building or racist and oppressive system, critical consciousness development, and critical action and accountability measures.
  - Update student participants about upcoming events or opportunities that might interest them (grants, lectures, trainings)
  - Identify resources and tools to support SOURCE Social Justice Programs
  - Lead and design implementation plan for quality improvements
  - Provide support for trainings of SOURCE Social Justice Programs including enhancing learning tools and evaluating learning outcomes
  - Plan, facilitate and evaluate effectiveness of reflection sessions for student volunteers
  - Facilitate online discussion for student participants on relevant topics to further engage them in conversation

- **Communications & marketing**
  - Develop and organize content on SOURCE Social Justice Programs to be shared via various marketing tools
  - Assist with general media and marketing of SOURCE Justice Programs
  - There will be additional opportunities to get involved in other SOURCE activities based on interest, skills and experience.

**Job Qualifications:**

- Interest in community-based public health
- Experience and/or interest working with diverse communities
- Ability to work collaboratively with others while connecting with various student leaders and/or community members
- Manage multiple priorities effectively and possess the ability to work independently
- Must be proficient in Microsoft Office products (i.e. Word, PowerPoint, Excel, etc.)
- Experience in public health practice and/or community-based public health preferred
- Basic data analysis skills

To apply, email resume/CV and cover letter to Keilah Jacques, SOURCE Assistant Director, at keilah.jacques@jhu.edu.