

Cooperative Extension**Community Health Project Assistant**

Approximately 8 - 16 hours per week (variable)

\$18/hour

Location: Dover - virtual and on-site for events and meetings as requested; ideal candidate would reside in the Dover area.

Under the direction of the Cooperative Extension Agent responsible for community health work in Dover, the position will provide support for the activities of the Dover Youth Coalition.

Job Duties

- Attend all Dover Youth Committee meetings (bi-monthly Wednesdays at 10am)
- Attend subcommittee meetings as needed. Assist the subcommittee in achieving action plan goals, develop reports about progress
- Take notes and create all communications needed for meetings
- Meet or communicate with potential new members for both larger group and subcommittees
- Assist with planning of youth events (secure locations and times; create marketing materials; help plan logistics and be on-site to assist with logistics)
- Review practice and evidence-supported programs aimed at improving mental health for youth and teens
- Assist with start-up and maintenance of Dover-specific youth advisory council to be part of statewide Health and Wellness Ambassador Program

Qualifications:

Bachelor's degree in public health, health behavior science, or combination of education and experience.

Ability to work independently

Ability to use effective communication and interpersonal skills.

Strong organizational skills with the ability to make decisions and use sound judgement.

Proficiency in Microsoft Office applications and use of social media platforms.

Application process: please send your cover letter, resume and two professional references to Gina Crist, gcrist@udel.edu