About the Office

The Office of Prevention and Education at Northeastern (OPEN) seeks to promote a safer, healthier Northeastern community by providing evidence-based education, prevention, and resources on the topics of alcohol and other drugs, sexual violence, sexual health, and other wellness-related topics.

Eligibility requirements

- 4th or 5th year Northeastern undergraduate students OR
- Incoming or continuing student enrolled in a graduate program at Northeastern University

Responsibilities

1. Manage the day-to-day operations of OPEN’s Frisky Husky Program, a program that provides free delivery of sexual health supplies to Northeastern students
   - Pull and fill orders each morning (or most mornings) Monday-Friday
   - Track and order sexual health supplies to meet need
   - Organize volunteers to help pack supplies
   - Find creative ways to promote program
   - Troubleshoot any issues as needed
2. Develop and promote sexual health education
   - Update educational materials for Frisky Husky as needed in conjunction with OPEN staff
   - Build out inclusive and accurate sexual health content on OPEN website and social media
   - Create and provide presentations or programs as needed
3. Evaluate Frisky Husky program
   - Track trends and usage of Frisky Husky program
   - Administer survey to students who order through Frisky Husky
   - Analyze survey data
   - Provide updates to OPEN staff as well as end of year report

An ideal candidate:

- Has a strong interest in sexual health as well as previous training/experience in the field
- Is reliable, professional, and detail-oriented
- Is a problem-solver and self-starter who can work independently to troubleshoot issues that may arise
• Is creative and takes initiative- has ideas about how to further build on existing programs
• Shows strong attention to detail and commitment to producing high-quality work
• Demonstrates experience developing educational content that is inclusive
• Has experience evaluating programs and/or willingness to learn
• Is familiar with Northeastern systems/ student culture
• Is comfortable developing engaging social media content
• Is interested and able to work multiple academic years

Compensation: $18.75/hour
Time Commitment: 20 hours/week for 2021-2022 academic year, available to fill Frisky Husky orders most mornings Monday-Friday, other hours can be flexible and/or remote
To apply: Please send a resume and cover letter to open@northeastern.edu by Friday June 25, 2021.