**Position Title: Illuminate Administrative Volunteer**

**Purpose:** The Illuminate Administrative Volunteer will provide regular ongoing support to the Illuminate program. The program seeks to promote social justice and prevent sexual and intimate partner violence by creating positive social change through prevention programming such as bystander intervention, anti-oppression, and consent workshops and social norms campaigns.

**Location:** Portland State University, Center for Student Health and Counseling.

**Key Responsibilities:**
- Provide administrative support for the program.
- Research opportunities for program outreach and prevention programming.
- Create outreach materials.
- Disseminate physical and electronic outreach materials throughout campus.
- Follow-up with contacts from outreach events.
- Input data for volunteer tracking.
- Prepare and organize outreach presentation materials.

**Reports to:** Relationship and Sexual Violence Prevention Coordinator

**Time Commitment:** The prevention program requests a minimum of a six month commitment from volunteers in this position. Administrative volunteers can expect to volunteer for 2-4 hour shifts on a regular basis. Exact schedule is negotiable with the program coordinator and will be based on current needs of the program.