



HAVEN Public Relations Director 2021-2022

Application Timeline

Applications due: September 27th at 11:59 pm
Interviews for position: October 4th-8th

The board term for this position will run from October 2021 through August 2022.

Who should apply?

Consideration will be given to any Yale students who have demonstrated a commitment to the New Haven community and who have graphic design experience. Strong writing skills, proficiency in Spanish, and familiarity with HTML/CSS are preferred but not required. Applicants must plan to be an enrolled student for the duration of the board term (until August 2022).

****PLEASE NOTE:** Previous experience volunteering at HAVEN Free Clinic is not a prerequisite to this position. The most important requirement for all applicants is significant enthusiasm and commitment. Our patients at HAVEN view us as their health care providers, and we are committed to providing them with the highest possible quality of care. Your colleagues on the Board will give much of their time and energy to caring for our patients and improving the clinic, and they will expect the same from you.

How do I apply?

Complete the application [HERE](#) by September 27th at 11:59 pm.

General Board Member Responsibilities

Each HAVEN Director is a member of HAVEN's Student Leadership Board. General Board Member responsibilities include:

- Attend and actively participate in all Board meetings, which occur every 2 weeks
- Take an active role in at least one of three sub-committees (Quality Assurance, Community Relations and Engagement, Sustainability & Development), including attending all sub-committee meetings which occur every 2 weeks
- Participate in monthly department meetings with an Executive Director
- Manage a consistent and effective communication system between you and the IT director

- Respond to HAVEN-related emails and requests in a professional and timely fashion
- Monitor and evaluate department-specific and clinic-wide performance
- Develop and execute quarterly quality assurance and quality improvement goals that reflect vision and initiative for your department
- Raise a minimum of \$450 for HAVEN 5K which occurs every fall
- Foster and maintain lasting community partnerships to inform our work
- Be supportive, collaborative, and flexible
- Take on other responsibilities as they arise

Department-Specific Responsibilities

The Director of Public Relations is responsible for the clinic's presence both internally and externally. Responsibilities include, but are not limited to:

- Collaborate with the Student Recruitment & Relations Director to reach out to various Yale schools and beyond to recruit volunteers
- Work with other board directors and the Executive Directors on various graphic design projects such as flyers, brochures, notices, clinic decorations, etc.
- Build a "brand image" for the clinic (e.g. improve the logo, set a color scheme and font set, etc.)
- Develop and distribute the monthly volunteer newsletter
- Maintain HAVEN's social media presence on Facebook and Instagram
- Support the Sustainability and Development committee with designing materials for the annual 5K and other fundraising efforts
- Work with the Office of Alumni Affairs and Development at Yale and others to develop strategies to increase alumni engagement, such as the annual report or creating an annual alumni newsletter
- Seek ways to promote the clinic, such as writing articles, reaching out to local news sources, etc.

Time commitment: 5-10 hours per week.

Questions? Contact Edel Aron, the IT director, at edel.aron@yale.edu