



Student Association of George Brown College

Job Title:	Clubs & Student-led Networks Support Staff	Job Category:	Support Staff
Department/Group:	Clubs & Student-led Networks	Will Train:	Yes
Location:	GBC campuses: St. James and various remote work where applicable	Travel Required:	Yes
Rate of Pay:	\$15.00/hr (up to 20 hours per week)	Position Type:	Temporary - Part-Time
Reports to:	Student Networks & Clubs Coordinator	Start & End Date:	August 2021-April 30 2022
Number of Vacancies:	1 position available	Posting Expires:	May 31, 2021 11:59pm

How to Apply:

Submit cover letter and résumé to: humanresources@sagbc.ca

Subject Line: <your name>: Clubs & Student-led Networks Support Staff Application

Job Overview:

The Student Association is set to build connections within an engaged student community. And student groups are an excellent way for students to connect across programs and field of study, strengthen social bonds outside the classroom, meet students with similar interests or backgrounds, meet students when developing new skills/interests, and otherwise break isolation by connecting students to community in ways that support the college experience.

The Clubs & Student-led Network Support Staff take on assist roles that help groups get started, function, grow, and succeed. Opportunities range from research, material development, outreach and promotions, basic finance administration, facilitation/hosting, organizing/delivering/attending trainings, and innovating ways for students to come together in meaningful ways. Help deliver on the SA value of community; convening spaces and program delivery that foster creativity, accessibility, and belonging.

Well suited for those looking to gain experience in public relations, event planning, marketing and promotions, communications, and not-for-profit community work.

GENERAL RESPONSIBILITIES:

- Promote opportunities for students to start or join clubs and student-led networks at the SA
- Assist in identifying needs or gaps to help establish new clubs and student-led networks of benefit
- Assist with planning of annual events for new and returning clubs and student-led networks (e.g. Clubs Fairs, Clubs Appreciation, Orientations)
- Assist with development of new innovations for clubs and student-led network virtual programming
- Assist with administrative and logistics supports (e.g. room bookings, finances, documentation, sourcing vendors and purchases, accessibility bookings, etc.)

GENERAL RESPONSIBILITIES (continued):

- Assist across the “lifecycle” (the start to finish) of a club or student-led network, including help to students in applications, ratification, renewals, and succession/turnover planning
- Help build the capacity of clubs through resources (e.g. clubs trainings, workshop series, equity trainings, etc.)
- Help plan, deliver, or facilitate trainings, workshops, panels, sessions, events for GBC students
- Help with collaborations between the clubs and student-led network program and other Student Association departments (and college where applicable)
- Assist in data, documentation, and record-keeping; including maintaining accurate lists and contact directories
- Actively participate in trainings and off-campus learning opportunities
- Help clubs and student-led networks understand and uphold activities to SA policies and protocols
- Assist in promotions, including tabling, virtual tabling, posterings, surveys, announcements, and newsletters
- Other duties as assigned.

YOU HAVE:

- Previous experience serving on clubs or groups
- Superior time prioritization skills; can forward plan weeks and months in advance
- Goal-setting skills (able to align with organizational priorities and Strategic Directions)
- Familiarity working in fast-paced environments with dynamic teams
- Ability to work independently with minimal supervision, but team oriented
- Proficiency in computers skills, including Microsoft Office, Microsoft teams, excel, PowerPoint, OneDrive, zoom, Skype, Google suite, phones, and email
- Ability to work remotely and assist in online programming and service provisions
- Creative communication skills and ideas
- Growing confidence to present; you’re willing to be where the people are (including on screen/video)
- Value equity, diversity, and inclusion
- An understanding of the Student Association and the importance of the student movement

YOU MIGHT ALSO HAVE:

- Experience being on an SA student club or student-led network
- Experience in event planning (large or small), hospitality, or marketing
- Experience in peer support or meeting/group facilitation, which may include experience in mental health supports or social justice
- Experience in office administration or database skills
- Proven organizational skills in finance management, budgeting, sponsorships/contracts, or fundraising
- Interest in social media platforms, understanding of metrics and how to reach different audiences
- Comfort with crowds; you are energized by meeting new people and connecting with people
- Experience hosting or delivering presentations, trainings, webinars, or online activities



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REQUIRED:

- Full-time GBC students enrolled 2021-2022 prioritized, or part-time student and/or recent GBC grads/alumni
- Availability - Job offer/continued employment contingent on availability. Typical shifts occur Monday-Friday 10:30am-4:30pm, with some morning/evening/weekend special events
- HOW TO APPLY: Must submit cover letter and résumé

Student Association Vision:

Students are empowered to influence a just world.

Mission Statement:

We are the students of George Brown College committed to supporting each other in the struggle for student rights, the pursuit of quality education and the provision of services in a safe, accessible and equitable environment.

Commitment to Equity:

The SA is committed to employment equity and encourages applications from historically underrepresented groups to apply.