



# Student Association of George Brown College

<b>Job Title:</b>	SafeWalk Support Staff	<b>Job Category:</b>	Support Staff
<b>Department/Group:</b>	SafeWalk	<b>Will Train:</b>	Yes
<b>Location:</b>	GBC campuses: various as needed remote work where applicable	<b>Travel Required:</b>	Yes
<b>Rate of Pay:</b>	\$15.00/hr (up to 20 hours per week)	<b>Position Type:</b>	Temporary - Part-Time
<b>Reports to:</b>	SafeWalk Coordinator	<b>Start &amp; End Date:</b>	August 2021-April 30 2022
<b>Number of Vacancies:</b>	*multiple positions available	<b>Posting Expires:</b>	May 31, 2021 11:59pm

**How to Apply:**

Submit cover letter and résumé to: [humanresources@sagbc.ca](mailto:humanresources@sagbc.ca)  
 Subject Line: <your name>: SafeWalk Support Staff Application

**Job Overview:**

Be part of building a safer community at GBC, during historic times, through the Student Association’s SafeWalk program. SafeWalk program is dedicated to providing safe and reliable accompaniment to folk’s destinations after dark. And more. Be part of the growth and expansion of the SafeWalk department; bring your thinking into translating SafeWalk services into new spaces (virtual), to new audiences, and new offerings (tools and education).

This role supports the Coordinator in creating, developing, and implementing online content, awareness education, and marketing campaigns for the SafeWalk program. Help plan and facilitate (including as hosts, co-hosts, tech) the logistical work for webinars and videos. Help plan and facilitate video shoots, photo shoots, and social media opportunities.

This role interacts with SafeWalk Captains, SafeWalk Walkers, and other SA departments. Meeting the standards in hygiene and safety protocols, including COVID-19 protocol adherence and communications. SafeWalk promotes such safety awareness and health education broadly. This role’s aim is to increase that visibility and effective reach.

**GENERAL RESPONSIBILITIES:**

- Policy and procedure adherence as instructed
- Work cohesively with all SafeWalk staff
- Familiarize with the SA departments, and stay current on related health and safety programming offered through the SA, GBC, other schools, and wider online community
- Help generate ideas to promote existing offerings, and innovate on new webinars, videos, images, and safety campaigns relevant to students
- Liaise with virtual speakers, trainers, guests as directed
- Help plan and facilitate video and photo shoots
- Help serve as host/co-host and tech support (i.e. webinars, audio/visual presentations); including on such platform as Zoom, Microsoft teams, Instagram live, Facebook live
- Pitch and help produce engaging social media content, and effective presentations across platforms/audiences



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## GENERAL RESPONSIBILITIES (continued):

- Participate in promotions of the program in ways that build awareness of the program, purpose, and benefits
- Participate in aligned promotions on health, safety, and wellness in the program, and SA-wide where applicable
- Respond or refer questions and comments from students, staff, faculty and visitors with care and timeliness
- Run student needs assessments or engagements (e.g. surveys, data collection) as assigned
- Compile data and reporting on online programming for Coordinator use (including metrics, or debriefs)

## YOU HAVE:

- Experience with Zoom; knowledge of Zoom features
- Experience with Microsoft Teams, Instagram, Facebook, and Twitter
- Ability to work effectively remotely – including reliable internet connection
- On-camera presentation skills; present with enthusiasm, clarity, and tailored to audience
- Effective written and oral communication skills
- Effective stress coping skills; ability to work under pressure, including meeting multiple project deadlines
- Meticulous adherence to hygiene and safety protocols, compliance to COVID-19 protocols
- Availability; able to work some evenings and weekends
- Actively participate in trainings and off-campus learning opportunities as provided
- Positively support other Student Association programs, campaigns, and staff as needed
- An understanding of the Student Association and the importance of the student movement
- Value equity, diversity, and inclusion

## YOU MIGHT ALSO HAVE:

- Videography skills
- Photography skills
- Experience with social media content planning
- Demonstrated experience with project planning
- Skills, or understanding of accessibility practices for online content (e.g. captioning, image descriptions)
- Ability to speak more than one language is an asset
- Sign language proficiency (ASL-English) is an asset
- Understanding of impacts of COVID-19 on students, knowledge of Toronto related supports and referrals
- Understanding of consent, and demonstrated commitment to ending gender-based violence on campus

## REQUIRED:

- Full-time GBC students enrolled 2021-2022 prioritized, or part-time student and/or recent GBC grads/alumni
- Availability - Work hours based on availability and availability of work; typically 12 hours per week (some evenings/weekend)
- HOW TO APPLY:
  1. Must submit cover letter and résumé



# Student Association of George Brown College

*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.*