



Student Association of George Brown College

Job Title:	Clubs & Student-led Networks Support Staff	Job Category:	Part-time, Support Staff
Department/Program:	Equity & Advocacy, Clubs & Student-led Networks	Reports to:	Clubs Coordinator
Location:	GBC campuses: various remote work where applicable	Will Train:	Yes
Rate of Pay:	\$15.00/hr (0- 20 hours – 10-15 average per week)	Start & End Date:	July 2022-April 30 2023 *approximately
Number of Vacancies:	1	Posting Expires:	May 29, 2022 11:59pm

How to Apply:

Submit cover letter AND résumé to: hiring@sagbc.ca

Subject Line: <your name>: Clubs Support Staff Application

Job Overview:

The Student Association is about building 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 takes on assist roles that help groups get started, function, grow, and succeed. Opportunities in the role 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 fosters creativity, accessibility, and belonging.

Opportunity for those interested in any or all of the following:

- public relations • communications • marketing/promotions • event planning • admin • non-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.
- Assist with planning of annual events for new and returning clubs and student-led networks (e.g. Club Fairs, Clubs Appreciation, Orientation).
- Assist clubs with virtual programming supports (i.e. supports with tech, hosting, ideas, accessibility) as assigned.
- Assist clubs with on-campus programming supports as assigned.
- Assist with administrative and logistics supports (e.g. room bookings, finances, documentation, sourcing vendors and purchases, accessibility bookings, etc.).
- Assist across the “lifecycle” (the start to finish) of a club or student-led network, including helping students with applications, ratification, renewals, and succession/turnover planning.
- Help with club skill-building through resources (e.g. web tools, 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 learning opportunities (internal and external).
- Help clubs and student-led networks understand and uphold activities to SA policies and protocols.
- Assist in promotions, including tabling, virtual tabling, poster, etc.



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- Assist in SA survey collection.
- Assist with email communications and correspondence as directed.
- Staying familiar and current with best practices of club programs across other schools or communities.
- 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 internet research and computers skills, including Microsoft Office Suite, Microsoft Teams, OneDrive, Zoom, Google suite, social media (Facebook, Instagram live, LinkedIn), phones, and email.
- Ability to assist with in-person and remote programming and outreach; contributes ideas and creativity.
- Creative communication skills and ideas; able to tailor information to different audiences.
- 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.
- Commitment to equity. Interest or skills in accessibility planning. Fluency in ASL-Interpretation as asset.
- Experience in peer support, which may include experience in mental health supports or social justice.
- Excellent service skills, working with marginalized communities from an anti-racist/anti-oppressive lens.
- Experience running meetings or group facilitation.
- Experience in office administration or database skills.
- Interest or experience in policy and procedures.
- 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 with virtual platforms and spaces (e.g. GatherTown) an asset.
- Experience hosting or delivering presentations, trainings, webinars, or online activities.

REQUIRED:

- Full-time GBC students enrolled 2022-2023 prioritized, or GBC part-time and/or recent grads/alumni
- Availability
Job offer/continued employment contingent on availability; Must be available to work minimum 3 hour shifts
Typical shifts occur between Monday-Friday 9am-6pm
- HOW TO APPLY: Must submit cover letter AND résumé

Student Association Vision:

Students are empowered to influence a just world.

Mission Statement:

We are committed to supporting each other and the students of George Brown College in the struggle for students' 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.