



## Student Association of George Brown College

**Position Title:** Community Care Centre Support Staff    **Manager:** Equity and Advocacy Manager

**Position Type:** Full-time Permanent

**Compensation:** Starting Wage \$34,320 (union grid)    **Unionized:** OPSEU Local 557

**Deadline:** June 5 2022 11:59pm *\*posted until filled*

**How to Apply:** Submit cover letter AND résumé to: [hiring@sagbc.ca](mailto: hiring@sagbc.ca)

### About the Student Association

The Student Association at George Brown College is the official student union on campus representing full-time students.

The Community Care Centre (CCC) is a vibrant provider of integrated health services, community programming, and peer education initiatives that enable student wellness – all through an equity lens. The Community Care Centre focuses on health programming through such areas as consent, sexual health education, harm reduction, and more. The CCC collaborates with community groups and health providers to resource student needs. The CCC takes a comprehensive approach to health and wellness by supporting students' health, emotional, and social well-being.

The CCC recognizes the importance of peer support and making connections through lived experiences. The CCC aims to strengthen students to live their whole selves with dignity. Specializing in serving those who traditionally face barriers to care. The CCC is open to all students, while prioritizing traditionally under-represented and underserved groups. For example:

- Black Students
- First Nations, Inuit, Métis Students
- Disabilities Students
- International/Racialized Students
- LGBTQ+ Students
- Women & Trans Students

The CCC runs alternative community centres on multiple campuses.

### Position Overview

This position provides front-line service staffing the CCC as a welcoming, accessible, inclusive, and safer space open to all (day-to-day functioning of the physical spaces). You will work in a dynamic environment alongside others, helping motivate and together jointly delivering a range of judgement-free peer supports and creative care practices that empower students in their capacity-building for self-care, mutual care, and collective care. The role engages students across different levels of awareness, and supports students through struggles impacting education both in and beyond the college. You will be central to activating social justice awareness, education, and activation campaigns (including through the linked Community Action Centre). It involves contributing as a campaign strategist, from pitching campaign plans in detail, launching campaigns or continuing on-going campaigns, implementation, outreach, communications, evaluation, and reporting – all towards delivering measurable impact to students. You will contribute to peer-based and equity focused programming and development.



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The CCC operates across multiple campuses. Inter-campus and occasional off-site travel is required.

This role is a support role to the Community Care Centre, as coordinated by a Community Care Coordinator. This role supports the CCC and a work portfolio as directed. While success in this role includes an effective relationship with the Community Care Coordinator; the role is accountable to the Equity & Advocacy Manager.

### **Duties and Responsibilities (will include but not limited to):**

#### **CAMPAIGN & EVENT ORGANIZING**

##### **Accepts responsibility performing the following as directed:**

- Implement campaigns and programming; including awareness campaigns and political agitations
- Campaign planning; including research, outreach/messaging, success metrics, reporting
- Prepare proposals and presentations on campaign plans for Coordinator, adaptable for a variety of audiences (including SA staff/management/board)
- Analyze campaigns for goals, strategies, and tactics; align to organizational goals and membership
- Propose outreach strategies and communication plans that, are consistent with departmental voice/tone, shows understanding/appreciation of different audiences and appeals to students' needs, that effectively increases students' participation
- Help plan campaign launches with other key timelines and benchmarks identified
- Support PT staff with approved activities (e.g. workshops, panels, peer groups/drop-ins)
- Organize logistics (e.g. space and table bookings, ASL interpreters, accessibility accommodations, food orders, A/V tech, contacts)
- Document campaigns and events (both wins and challenges) through report writing, or other means such as metrics, testimonials, storytelling, archiving, debriefs, data tracking, surveys etc. where applicable
- Delivers on student/public outreach tactics, including SA tabling and promotions
- Activate campaigns of the Canadian Federation of Students (CFS)
- Lead Special Projects/ Portfolios as assigned by Manager

#### **PEER SUPPORTS & WELLNESS**

- Offer peer supports as needed to members
- Provide knowledgeable peer supports, referrals, information
- Assist students in accessing CCC resources; maintain (including filling and tracking) resources in ways consistent with department standards (e.g. testosterone kits)
- Deliver peer supports whether with individuals (drop-ins), groups (i.e. programming), or as a support person to PT staff in their peer support roles
- Identify, source/recommend, organize trainings that build staff and students' confidence and capacity to engage with campaign issues, equity programming, and advocacy issues
- Design and deliver trainings and presentations where applicable
- Positively represent the SA/CCC, participate on internal/external shared projects, grow CCC profile/network, and maintain community partnerships (e.g. Tools for Change)

### OPERATIONS – ADMIN & STAFFING

- Serve as a primary point person for students and visitors, providing staffing coverage
- Assist in operations (i.e. inventories and cleanliness of spaces)
- Maintain database and relevant systems as required
- Supports CCC part-time staff in operating spaces and task completion where applicable
- Meets with Manager to report on areas of work, including areas of challenge as needed

### Performance Measurables:

- Work is completed in scope and on time
- Demonstrable competence in planning and running multiple concurrent projects with overlapping deadlines, effective use of resources to achieve deliverables
- Written communications (i.e. campaign materials, reports, and social media) align with departmental values/voice/tone with minimal errors, or additional edits required
- Able to maintain and build strong work relationships with SA staff and Board, CCC part-time staff, GBC staff and students, and grow community contacts and networks
- Effective communication with Coordinator that contributes to cohesion, and within scope
- Campaigns are delivered on mission and with impact, there are measurable examples of students becoming aware, informed and active on the issues
- Proven adaptability; able to navigate change, ambiguity, and distractions
- Able to pivot priorities; you stay attentive to people in need, through other deliverables
- Work aligns with CCC values; models CCC protocols and practices, including demonstrating high-standards to part-time staff in ways consistent with CCC coordination
- Accepts accountability for results
- Adherence to SA policies and procedures; exceptional time and attendance records

### Required Skills and Experience:

- Post-secondary degree, diploma or equivalent in a relevant discipline
- Lived experience as a self-identified member of at least one of the communities served
- Demonstrated understanding of anti-racism and anti-colonialism frameworks
- Work experience advocating for socially marginalized individuals and groups
- An understanding of how oppression intersects with health-related issues
- An understanding of health-related issues in a post-secondary setting including: sexual health, consent, reproductive justice, harm reduction, mental health
- Familiarity with equity-based advocacy, support, and training resources and contacts
- Ability to adopt a curiosity with care mindset: despite your expertise, you know asking questions is the best way to learn and that learning is never done
- Ability to accept feedback with a future-forward intent
- Work/volunteer experience with individual or group facilitation and/or peer support, counselling, or crisis support
- Demonstrated skills in conflict resolution, de-escalation, empathy
- Demonstrated campaign organizing knowledge and experience
- Demonstrated digital programming and online campaign skills
- Ability to problem-solve through challenges and lead a project from concept, to planning, through to successful implementation, and detailed reporting



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- Evidence of strong verbal and written communication skills
- Working knowledge of MS Office, Microsoft teams, email (outlook) g-suite, Zoom
- Experience with social media in a professional (or brand) context
- Knowledge of trauma-informed theory and practices an asset
- Project management skills an asset
- Understanding of the student movement; experience with student unions an asset
- Ability to work some evening and weekends required

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*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.*