



Student Association of George Brown College

Job Title:	Events & Recreation Lead	Job Category:	Part-time, Support Staff
Department/Program:	Operations, Events & Recreation	Reports to:	Senior Coordinator, Events & Recreation
Location:	GBC campuses: various ALL remote work where applicable	Will Train:	Yes
Rate of Pay:	\$16.50 /hr (up to 22 hours per week)	Start & End Date:	July 2022-July 2023
Number of Vacancies:	1	Posting Expires:	May 29, 2022 11:59pm

How to Apply:

Submit cover letter AND résumé to: [hiring@sagbc.ca](mailto: hiring@sagbc.ca)
 Subject Line: <your name>: Events & Rec Lead Application

Job Overview:

The Student Association represents 24,000+ GBC students, and events and recreation brings those 24,000+ students together in memory-making ways.

This role supports the Sr. Coordinator, Events & Recreation. This role comes with increased learning opportunities; and increased responsibilities. You will serve as a trusted point person to the Senior Coordinator. Assist and support large scale programming such as: Orientation, Week of Welcome; as well as year-round programming. Assist and support implementing student engagement activities in-person, online, and hybrid. Assist and support large scale distributions such as: Orientation Kits (frosh kits). Assist and support promotions such as: social media. Assist and support in success metrics; monitoring and evaluation of event statistics (e.g. attendance, surveys, tracking). This is a growing role, success in the role could include opportunity for advancement and/or continued contract.

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

- event planning • public relations • marketing & promotions • communications • project management • operations
- data, metrics & reporting • non-profit experience • working for large fast paced organization • team leadership

GENERAL RESPONSIBILITIES (as directed):

- Accept responsibility and leadership in setting positive examples for support staff; and supporting Events & Recreation support staff’s portfolio, task, or work assignments.
- Assist with the planning, development, and implementation of Events & Recreation program.
- Assist with logistics and promo plans of orientation kits and promotional material.
- Assist with oversight of distribution and monitoring/evaluation of orientation kits and materials.
- Assist with ideas and implementation of marketing strategies of the program and SA.
- Assist with creatives, help tailor tactics to promote SA offerings in ways that appeal to diverse students.
- Assist the monitoring and evaluation of communication and promotion strategies. Help set success benchmarks; identifying reach, growth, engagement; identify trends or improvements to Coordinator.
- Assist with data collection and statistical tracking, including report writing or research.
- Assist with external sponsorship requests, bookings, contracts; and vendor or network relations as assigned (e.g. Orientation and events).
- Build and foster relationships with GBC faculty and staff, including booking and delivering classtalks and engagements. Collaborating across SA.
- Assist with overseeing Events & Recreation support staff as directed and as delegated.
- Help administer and circulate surveys and student engagements for program and SA.
- Help lead on-campus promotions and “Activation Days”; including effective and creative visual displays.
- Help with ideas and pitch creatives for events.



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- Other duties as assigned.

YOU HAVE:

- Experience working with, and for students; familiarity with diverse colleges and universities.
- Experience in client or customer service.
- Demonstrated organizational and time prioritization skills.
- Demonstrated history of working with multiple deadlines.
- Demonstrated abilities in goal-setting and problem-solving.
- Comfort and confidence to speak to small and large groups, able to start conversations with students/public.
- Experience with Zoom; knowledge of Zoom features.
- Proficiency in internet research and computers skills, including Microsoft Office Suite, Microsoft Teams, OneDrive, Zoom, Google suite, data tools, phones, and email.
- Demonstrated knowledge of social media platforms; professional experience with Facebook and Instagram.
- De-escalation skills, and problem-solving skills. Conflict and group conflict resolution skills.
- Ability to work independently with minimal supervision, but team oriented.
- Ability to work in fast-paced, high-pressure work environments.
- Availability and able to work nights and weekends; on and off campus.
- Value equity, diversity, and inclusion.
- An understanding of the Student Association and the importance of the student movement.

YOU MIGHT ALSO HAVE:

- Previous experience (work/volunteer) with post-secondary students, or within educational environments.
- Experience/retail experience supervising small teams; or demonstrated leadership in group work.
- Experience or demonstrated commitment to accessibility, and accessible event planning.
- Understanding of consent, and demonstrated commitment to ending gender-based violence on campus.
- Experience with campaigns and education; awareness of barriers to education and student struggles.

REQUIRED:

- Open to all qualified candidates.
- Availability
Job offer/continued employment contingent on availability;
Work hours based on workload, staff work production, and availability.
Occasional weekend and evenings required.
- 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.*