



Student Association of George Brown College

Job Title:	Events & Recreation Support Staff	Job Category:	Part-time, Support Staff
Department/Program:	Operations, Events & Recreation	Reports to:	Senior Coordinator, Events & Recreation
Location:	GBC campuses: various remote work where applicable	Will Train:	Yes
Rate of Pay:	\$15.00/hr (0- 20 hours per week)	Start & End Date:	August 2022-April 30 2023
Number of Vacancies:	*multiple positions available (5+)	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 Support Staff 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.

The Recreation Department builds students’ college experience beyond the classroom. And, as Events & Recreation Support Staff you will be central to promoting, supporting and running events on campus and online. You will be engaging with diverse students in diverse ways; helping all students of all identities see themselves reflected with opportunity to come together socially. Note that the ability to approach students, and connect with them online and on campus is a large part of this role. This role functions online, in-person, and hybrid as needed to help keep students connected.

GENERAL RESPONSIBILITIES (as directed):

Marketing & Promotions:

- Use effective, creative, tailored tactics to promote SA offerings in ways that appeal to diverse students.
- Deliver on marketing strategies and plans of the Student Association.
- Engage and dialogue with students on social media as directed; able to pitch social media copy and captions.
- Postering, leafleting/flyering, tabling for upcoming events (including digital postering, virtual tabling).
- Participating in annual events; including Orientation and assembling frosh kits and mail-outs for distribution.
- Support running contests (e.g. digital) to standards.
- Support ticket sales.

Communications & Outreach:

- Stay current with SA mission, services, and scheduled events; able to communicate details and benefits.
- Answer and direct questions (i.e. email, online, on-site) with professionalism and timeliness.
- Support and direct guests.
- Actively participate in trainings and learning opportunities (internal and external).
- Positively support other Student Association programs, campaigns, and staff as needed.
- Solicit student input as directed; including supporting running of focus groups or surveys.

Planning & Logistics:

- Support idea generation for events (e.g. speakers, videos, socials) aligned with SA mission and student needs.
- Support brainstorming and the developing of effective and creative ways to engage students on campus/online.



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- Support event logistics for on campus programming, virtual events, webinars, speakers, fairs, etc.
- Serve as host, co-host, or tech for events, webinars, videos, Instagram live, Facebook live, etc.
- Support, including attendance and participation at event activities as requested.
- Safely handle aspects of event set-up and tear-down of on-campus events, including clean up; for example, the running of Events' Grab & Go (in-person food giveaways) across campuses
- Other duties as assigned.

YOU HAVE:

- Experience working with, and for students; familiarity with George Brown College community.
- 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, social media (Facebook, Instagram live, LinkedIn), phones, and email.
- Demonstrated knowledge of social media platforms; experience with Facebook and Instagram.
- Effective communication skills across different audiences (internal and external, professionals and peers).
- De-escalation skills, and problem-solving skills.
- Ability to work independently with minimal supervision, but team oriented.
- The self-discipline and motivation to work remotely, and take initiative on the right tasks.
- Availability and able to work nights.
- 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 hosting or delivering presentations, trainings, webinars, or online activities.
- 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:

- 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;
Work hours based on workload, staff work production, and availability. Some 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.