



Student Association of George Brown College

Job Title:	Deputy Returning Officer- Election Engagement Strategist (DRO)	Job Category:	Part-time
Department/Group:	Elections	Job Code/ Req#:	
Location:	Various	Travel Required:	Yes
Level/Salary Range:	\$16.98 /Hour	Position Type:	Temporary Part Time
HR Contact:	Human Resources	Start Date:	November 7, 2022
Will Train Applicant(s):	Yes	Posting Expires:	October 31, 2022

How to Apply:

E-mail: humanresources@sagbc.ca

Subject Line: <your name>: Deputy Returning Officer

Job Description:

The position requires the individual to assist the Chief Returning Officer (CRO) with all aspects of the Student Associations' 2022 Fall Election.

The term of this position will be November 7, 2022 to December 9, 2022

General Responsibilities:

- Assist the CRO throughout the election process
- Work extra hours during the campaigning and voting periods as required
- Engage with students and volunteers through arranging mobile promotions across campuses, tabling, marketing SA programs and events, support with social media engagement
- Maintaining a positive image of the organization at all times – in-person and online
- Assist and promote with election events at SA events;
- Work with the CRO and communications teams to conceptualize marketing campaigns and strategies
- Monitor social media campaigns of candidates and escalate any issues with the Chief Returning Officer.
- Prepare compliance issue files for review by the Chief Returning Officer, by conducting primary inquiry and report the findings to the Chief Returning Officer.
- Communicate with candidates throughout the electoral process.

Ideal candidate will have the following:

- Experience supervising staff preferred
- An outgoing personality
- Excellent communication skills
- Good organization skills are required
- An ability to multi-task, yet pay attention to details
- An ability to work as part of a team but also independently
- Sound problem solving skills and the ability to solve conflicts
- Previous election experience an asset
- Good computer skills including an understanding of social media
- Ability to work both online and in person as required
- All business must be non-partisan and conducted with impartiality

REQUIRED:

- Availability - Work hours based on availability and availability of work
- Impartial and respectful of voting processes
- Detailed-oriented and accurate in recording and processing information
- Ability to work with an online voting system.
- 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.*