



## Student Association of George Brown College Employment Opportunity (Internal Posting)

**Position Title:** Community Services  
Coordinator - Interim 1yr  
**Work & Hours:** Remote and On-campus  
Between 9:00am-5:00pm (Except as directed)  
**Compensation/ Salary:** Start Grid \$44,000

**Reports To:** Equity and Advocacy Manager  
**Start Date:** January/February 2023  
**Unionized/Non-unionized:** Non-unionized  
**Application Deadline:** January 9, 2023

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### **Position Overview:**

Reporting to the Manger, Equity & Advocacy, the Community Services Coordinator will be responsible for supervising and overseeing the delivery of services offered by the Student Association of George Brown College (SAGBC). Working as part of a diverse team delivering the SA's Equity and Advocacy Program services, the Community Services Coordinator will oversee operations of the Student Nutrition Access Program (SNAP), Food Pantry/Food Hamper Program, , and work collaboratively with other Equity and Advocacy program coordinators to execute community-based projects that respond to the needs of George Brown College students.

The ideal candidate is a progressive-minded individual with strong work ethics who values inclusivity, diversity, student rights, and is invested in developing sustainable social and community programs to support students' health and wellness and in their academic pursuits. This position is not part of the union but is considered a management position. The Student Association operates on multiple campuses, and the incumbent will be required to travel between campuses, and to operate at a satellite office(s) on occasion.

### **General responsibilities include, but are not limited to:**

#### Nature/scope

- Coordinate and oversee daily operations of the Student Nutrition Access Program, Pantry/Hamper Program, Community Referrals Program, and other community-based programs
- Manage the relationship and act as a liaison between SA and Daily Bread, GBC (faculty/staff/departments), food supply company, courier company, and other community service agencies across Toronto and the GTA
- Provide daily supervision and support to SNAP Leads (Unionized), SNAP Support Staff (Non-unionized) and placement student (if applicable)
- Must be familiar with and adhere to the SA full-time, part-time HR manuals and Collective Agreement.
- Ensure that relevant SA policies and procedures are adhered to
- Collect, collate analyze and ensure accurate and up-to-date record keeping and reporting
- Support the development of operational policies and procedures or equivalent, as required
- Other duties, as required

#### Program Administration

- Coordinate ordering, inventory delivery, inventory tracking, data-management, and front-line service of SNAP Pantry Program (in partnership with Daily Bread Food Bank and)
- Coordinate and manage the bookings via Setmore for SNAP Hamper pick-ups and deliveries
- Determine logistical details and activities for SA and SNAP events and/or programming.



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- Coordinate the preparation and distribution of program and/or materials.
- Implement plans and process improvements for services and programs

### Leadership & Supervision

- Hire, train and supervise SNAP Leads and Support staff, student placement and volunteers to provide front-line support across relevant programs
- Prepare bi-weekly payroll for part-time student staff
- Participate in regular supervision and staff meetings
- Participate in meetings of relevant SA and GBC committees, as required
- Participate in professional development and team building activities
- Support the sustainable development of services for students (non-academic) and take the lead on new initiatives/partnerships
- Act as liaison with partner agencies on behalf of the SA and SNAP.

### Performance Measurables:

- Maintain exceptional attendance and regular hours of work
- Establish and maintain positive relationships with the SNAP team, all SA staff, and elected members
- Maintain accurate inventory and tracking records
- Provide accurate reports and statistics for all relevant programs and services
- Ensure quality service-delivery to students for all relevant programs
- Initiating/executing programs and services for the student population
- Thorough and accurate, pays attention to details and consistently demonstrate commitment to quality.
- Produce cost analysis and cost itemizations/valuation for programs and services, and financial data and record keeping are maintained and accessible
- Capable of assessing a situation and taking independent action when conditions require it with very minimal supervision, guidance, and coaching.
- Actively pursues new tools, techniques, personal growth, and development to consistently perform and act as a great resource to the SNAP team and other

### **Qualifications:**

- ✓ Relevant post-secondary degree from a recognized university or a diploma **is required**
- ✓ Minimum 2 years of progressive experience in, not for profit organization, preferably in a post-secondary environment **is required**
- ✓ Prior experience working with college or university students or experience as a student leader is considered **an asset**
- ✓ Proficient in general computer skills in Microsoft Office Suite (Excel, Word, PowerPoint, Outlook), social media platforms, and various tools and technology **is required**
- ✓ Knowledge and understanding of nutrition, health and wellness, good understanding of best before date versus expiration dates, food handling and food labeling is considered **an asset**
- ✓ A strong understanding of issues of student rights and issues, unionized environment, diversity, equity, human rights, oppression, and privilege, including working knowledge of the Ontario Human Rights Code is considered **an asset**
- ✓ Good understanding of financial management and reporting **is required**
- ✓ Ability to lift up to 50 lbs (23 kg) repetitively **is required**



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- ✓ Demonstrated superior communication, interpersonal skills, and conflict management skills with an ability to navigate complex situations and take a broad perspective when making decisions **is an asset**
- ✓ Criminal record check is necessary at the candidate's expense and copy provided upon start of position, or provide a copy of recent reference check (no more than 1yr)

### How to Apply:

Interested and qualified applicants can submit their resume and cover letter in confidence to: [hiring@sagbc.ca](mailto: hiring@sagbc.ca) Subject line: <your name>: Community Services Coordinator **by January 9, 2023.**

**\*\*\*Please note Interviews will be held on campus and in-person \*\*\***

The Student Association of George Brown College invites and encourages applications from all qualified candidates including persons of Aboriginal ancestry, members of visible minority groups, persons with disabilities, women, and persons of any sexual orientation or gender identity

We sincerely thank all candidates for their interest however, only those selected for an interview will be contacted.

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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.