



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:	\$18.66 per hour	Position Type:	Temporary Part Time
HR Contact:	Human Resources	Start Date:	Mid-February-April 2024
Will Train Applicant(s):	Yes	Posting Expires:	Until position is filled

How to Apply:

E-mail: hire@sagbc.ca **Subject Line:** <your name>: Deputy Returning Officer

AND Complete Video Link: https://hire.li/IAC-tU5-K_-iELGM51r3g

Job Description:

The position requires the individual to assist the Chief Returning Officer (CRO) with all aspects of the Student Associations' 2024 General Election.

The term of this position will be Mid-February to Mid-April 2024

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, résumé AND complete Sparkhire Video

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.