



Student Association of George Brown College Employment Opportunity (External Posting)

Position Title: Senior Collaborative Program and Special Projects Coordinator

Compensation: Based on Salary Grid- Schedule A- Collective Agreement. The position starts at \$53,000 annual.

Reports To: Operations Manager

Position Type: Full-time

Start Date: As soon as possible

Unionized: OPSEU Local 557

Position Overview:

The Senior Collaborative Program and Special Projects Coordinator is responsible for coordinating, overseeing and managing the Student Association of George Brown College (SAGBC) special projects/ program initiatives, SA sponsorship, SA Tax clinic, and SA vending spaces as defined in this job description.

The incumbent is responsible for the successful planning, implementation, and monitoring of these projects and for ensuring the projects' performance success indicators are met. The individual requires strong effective communication skills and the ability to build connections and engage with George Brown College (GBC) students, GBC stakeholders, and external clients and vendors. Skills in team leadership are essential, with a focus on how to motivate, energize, and empower staff and students through a focused consultative process.

This position will require the incumbent to work on-campus and travel between all of the Student Association locations.

Duties and Responsibilities (will include but not limited to):

Special Projects Coordination:

- The position will be assigned the coordination and implementation of the SAGBC special projects that include but are not limited to the SAGBC Transit project and any other special project initiatives the SA initiates and plans implementation.
- Under special projects, the responsible coordinator is expected to ensure the timely implementation of these special project plans to the highest standards, delivering the highest possible quality.
- Monitor and follow up on the implementation progress of these special project activities to ensure the achievement of program deliverables in a quantitative, qualitative, and timely fashion.
- Establish structures and procedures that facilitate monitoring and evaluation of all special project activities. This includes but is not limited to designing the project initiatives registration assessments/forms, feedback surveys service post-survey, program usage reports, end-of-project initiative lessons learned documents, impact and key success anticipating the project initiatives' risks and developing mitigation strategies.
- Report regularly on project initiatives implementation and progress and continuously submit monthly progress reports and updates to the Operations Manager
- Work collaboratively with the social media and communication team to ensure special project initiatives are promoted and accessible for students to participate and register

SAGBC Sponsorship

- Generate sponsorship for SAGBC program services and organization cooperate events.
- Work with the Operations Manager to develop the SAGBC Sponsorship policy and rates.



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- Connect and engage with sponsors to promote the SAGBC services and organization events and generate potential sponsorship, negotiate and manage sponsorship agreements, and serve as a liaison with corporate partners on sponsorship execution,
- Maintain an updated database of all current sponsors and potential sponsorship information and contacts and generated revenues and Coordinate sponsor invoicing and tracking

Tax Clinic

- Coordinate the planning and implementation of the tax clinic every year and make it available for GBC students' registration and participation one month in advance.
- Ensure every year to complete the CRA volunteer registration for the Tax clinic.
- Manage the recruitment, hiring, and training process for the Tax Clinic volunteers and ensure the screening process with CRA to obtain an e-file number and/or rep-id is completed on time. Connect with a CRA representative to confirm the volunteer list and verify volunteers who passed the screening process and are approved.
- Schedule with CRA to facilitate training for volunteers. In case CRA was not available to provide the training, you will be required to deliver the training directly to the selected volunteers
- Schedule volunteers for the income tax clinic for in-person and remote appointments
- Work collaboratively with the social media and communication team to ensure the tax clinic is promoted and accessible for students to participate and register
- Run after-service post survey to collect students' feedback on their experience filing the tax and prepare analysis report for the operations Manager.
- Prepare completion reports for the tax clinic implementation success, challenges, and recommendations.

Vending Space Management

- Activate the SA vending space rental and open it for vendors, students, and GBC stakeholder's rental
- Review the existing vending strategy/policy and update the current existing terms, locations, space occupancy, existing rates, and proposed discounts.
- Review and update the current vending database and build rapport with all SAGBC previous vendors and new potential clients and vendors.
- Build a vending space revenues tracking sheet and build a post-service survey with our contracted vendors.

Staff Management and Development

- Manage and lead supervised part-time staff, and volunteers and ensure staff and volunteers receive all the essential training needed for performing the job successfully. Prepare the staff training schedules and onboarding plans. And conduct performance evaluations for project part-time staff.
- Participate in the recruitment and selection of new staff as required, drafting position descriptions, and coordinating with internal HR in the selection process.

Other:

- Perform other duties as assigned and directed by the supervisor.



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Performance Measurable:

- Successful implementation of the program a meeting all identified key outcomes
- Ability to assess and risk and ensure risk management strategies are in place
- Successful implementation of the SAGBC special projects and tax clinic. Identify and eliminate risks that could affect the integrity of the SA projects.
- Successfully generating revenues from the SAGBC vending spaces and sponsorship that supports the various program initiatives
- Maintain updated project coordination, flow, documentation and database systems.
- Maintain excellent communication with all relevant stakeholders and ensuring timely and accurate updates and reports
- Ensure comprehensive tracking of all program initiatives with ability to identify progress and challenges
- Negotiate and meet with vendors, partners and student responding to inquiries and vendor/abling information requests.
- Ensure the activation feedback surveys related to program experience and results
- Ensure follow-up with the communication team to ensure accessible program information, marketing and program visibility.
- Implement procedures that support program initiatives, enhancement and improvement
- Connect with under resourced student groups to provide opportunities to participate in program initiatives and generate new ideas and concepts to advance our response to unmet needs
- Continuous improvement of overall student customer satisfaction and report regularly
- Ensure program and initiatives is AODA compliant.
- Excellent organizational and time management skills to meet deliverables.

Required Skills and Experience Qualifications:

- A post-secondary degree /diploma from a recognized college or university in business, economics, project management, or any related field
- Minimum 2-3 years of professional experience in a related field, preferably in Education or in not-for-profit organization
- Excellent organization and project management skills
- Demonstrated responsibility in team management including supervisory and training experience
- Proficiency in general computer skills in Microsoft Office Suite (Excel, Word, PowerPoint, Outlook), and experience with quantitative and qualitative data collection programs and methods.
- The ability to work in a team environment, take initiative and work independently
- Superior oral and written communication including experience in a customer-service capacity, preferably in a student environment.
- Demonstrated ability to meet Key Performance Indicators
- Certification in Project Management and or Negotiations will be considered an asset
- Criminal record check is necessary at the candidate's expense and copy provided prior to start of position, is required.

How to Apply: Interested and qualified applicants can submit their resume and cover letter in confidence to: hiring@sagbc.ca Subject line: <your name>: Sr. Collaborative Program and Special Projects Coordinator Application



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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.