



# Student Association of George Brown College

<b>Job Title:</b>	<b>Clubs Support Staff</b>	<b>Job Category:</b>	Part-time, Support Staff
<b>Department/ Program:</b>	Equity & Advocacy, Clubs & Student-led Networks	<b>Reports to:</b>	Clubs Coordinator
<b>Location:</b>	GBC Campuses: Casa Loma, St. James and Waterfront Campus, remote work where applicable	<b>Will Train Applicant(s):</b>	Yes
<b>Rate of Pay:</b>	\$16.55/hr (up to 20 hours per week)	<b>Position Type:</b>	Part-Time Temporary Contract
<b>Travel Required:</b>	Yes	<b>Start &amp; End Date:</b>	August 2024 - April 30, 2025
<b>Number of Vacancies:</b>	1	<b>Posting Expires:</b>	June 9, 2024 11:59PM *or until position is filled

**How to Apply:**

Submit **cover letter AND résumé to:** [hiring@sagbc.ca](mailto: hiring@sagbc.ca)

Subject Line: <your name>: Clubs Support Staff Application

**\*\* Please attach your Cover Letter and Resume in a PDF version**

**About the Student Association & Its Program offerings**

The Student Association is your student union representing the interests of all George Brown College students. The Student Association focuses on representation, advocacy, delivery of services and the operation of businesses to support its overall mandate.

We're here to be the bridge between the students at GBC and the college itself by listening to your concerns, advocating for students, and providing access to necessary services like Health Benefits, the Community Care Centre, and the Student Nutrition Access Program, events and recreation, clubs, academic support and legal services

**Job Overview:**

Clubs make up a key part of a college and university's community. Clubs are an excellent way for students to connect across programs and field of study, be a part of a social group outside the classroom, meet with students who share similar interests, beliefs or cultures, or provide a service to the greater George Brown community. Collectively, they represent a variety of backgrounds ranging from social and recreational, academics, health and counselling clubs. The Student Association of George Brown College (SA) actively encourages students to participate in clubs and supports the overall development of the clubs program.

The Clubs Support Staff would support the implementation of the clubs program of the Student Association and Student Life. Duties include research, developing materials, administering club finances, club training, club tracking, organizing club events, poster, and membership outreach. The position will require organizational and operational skills and the ability to excel in a fast-paced work environment. The position will also provide the opportunity to develop skills in public relations, event planning, marketing and promotion and communications with not-for profit organizations.

The position is supervised by the Clubs Coordinator.

## **GENERAL RESPONSIBILITIES:**

- Promote opportunities for students to start or join clubs and student-led networks at the SA.
- Assist in identifying needs or gaps to help establish new clubs and student-led networks.
- Assist with planning of annual events for new and returning clubs and student-led networks (e.g. Club Fairs, Clubs Appreciation, Orientation).
- Assist clubs with virtual programming supports (i.e. supports with tech, hosting, ideas, accessibility) as assigned.
- Assist clubs with on-campus programming supports as assigned.
- Assist with administrative and logistics supports (e.g. room bookings, finances, documentation, sourcing vendors and purchases, accessibility bookings, etc.)
- Assist across the "lifecycle" (the start to finish) of a club or student-led network, including helping students with applications, ratification, renewals, and succession/turnover planning.
- Help with club skill-building through resources (e.g. web tools, trainings, workshop series, equity trainings, etc.).
- Help plan, deliver, or facilitate trainings, workshops, panels, sessions, events for GBC students.
- Help with collaborations between the clubs and student-led network program and other Student Association departments (and college where applicable).
- Assist in data, documentation, and record-keeping; including maintaining accurate lists and contact directories.
- Actively participate in trainings and learning opportunities (internal and external).
- Help clubs and student-led networks understand and uphold activities to SA policies and protocols.
- Assist in promotions, including tabling, virtual tabling, posterage, etc.
- Assist in SA survey collection.
- Assist with email communications and correspondence as directed.
- Staying familiarity and current with best practices of club programs across other schools or communities.
- Other duties as assigned.

## **YOU HAVE:**

- Previous experience serving on clubs or groups.
- Superior time prioritization skills; can forward plan weeks and months in advance.
- Goal-setting skills (able to align with organizational priorities and Strategic Directions).
- Familiarity working in fast-paced environments with dynamic teams.
- Ability to work independently with minimal supervision, but team oriented.
- 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.
- Ability to assist with in-person and remote programming and outreach; contributes ideas and creativity.
- Creative communication skills and ideas; able to tailor information to different audiences.
- Growing confidence to present; you're willing to be where the people are (including on screen/video).
- Value equity, diversity, and inclusion.
- An understanding of the Student Association and the importance of the student movement.

## **YOU MIGHT ALSO HAVE:**

- Experience being on an SA student club or student-led network.
- Experience in event planning (large or small), hospitality, or marketing.
- Commitment to equity. Interest or skills in accessibility planning. Fluency in ASL- Interpretation as asset.
- Experience in peer support, which may include experience in mental health supports or social justice.
- Excellent service skills, working with marginalized communities from an anti-racist/anti-oppressive lens.
- Experience running meetings or group facilitation.
- Experience in office administration or database skills.
- Interest or experience in policy and procedures.
- Proven organizational skills in finance management, budgeting, sponsorships/contracts, or fundraising.
- Interest in social media platforms, understanding of metrics and how to reach different audiences.
- Comfort with crowds; you are energized by meeting new people and connecting with people.
- Experience with virtual platforms and spaces (e.g. GatherTown) an asset.
- Experience hosting or delivering presentations, trainings, webinars, or online activities.

## **REQUIRED:**

- Full-time GBC students enrolled 2024-2025 prioritized, or GBC part-time student and/or recent grads/alumni
- Availability  
Job offer/continued employment contingent on availability; Must be available to work minimum 3 hour shifts Typical shifts occur Monday-Friday 9am-6pm.
- 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.*