



# Student Association of George Brown College

<b>Job Title:</b>	Deputy Returning Officer (DRO) - Election Engagement Strategist	<b>Job Category:</b>	Part-time
<b>Department/Program:</b>	Elections	<b>Reports to:</b>	Chief Returning Officer
<b>Location:</b>	GBC campuses: Casa Loma, St. James, Waterfront, TMU, Remote where applicable	<b>Will Train:</b>	Yes
<b>Rate of Pay:</b>	\$18.66/hr (up to 24 hours per week)	<b>Position Type:</b>	Part-Time Temporary Contract
<b>Travel Required:</b>	Yes	<b>Start &amp; End Date:</b>	Mid October 2024 – December 12, 2024
<b>Number of Vacancies:</b>	Positions available (1-2)	<b>Posting Expires:</b>	Sept 30, 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>: DRO Application

**\*\* Please attach your Cover Letter and Resume in a PDF version and complete the following Video Link → [https://hire.li/Pvqt\\_GBnXZu8-1RD4Cn7v](https://hire.li/Pvqt_GBnXZu8-1RD4Cn7v)**

**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, Cubs, Academic Support, SA Connect, Dialog, Social Media and Legal Services

**Job Overview:**

The position requires the individual to assist the Chief Returning Officer (CRO) with all aspects of the Student Associations' 2024 Fall Election. The term of this position will be Mid-October to Mid-December 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.*