



Student Association of George Brown College Employment Opportunity

Position Title: Program Support Coordinator
Position Type: Part-time, contract 30hrs
Location: On-campus
Work Hours & Locations: Monday to Friday
 between 9:00am-5:00pm (Except as directed)
Travel Require: Yes
Compensation/ Salary: \$22.36 per hour
 (no extended benefits, 4% vacation pay)

Reports To: Equity and Advocacy Manager
Will Train Applicant(s): Yes
Unionized/Non-unionized: Non-unionized
Start Date/ Term: (February 2025 until
 May 31, 2025, temporary with the possibility
 of extension.)
Application Deadline: Until position filled

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

Position Summary:

Reporting directly to the Manager of Equity & Advocacy, the Program Support Coordinator assumes a vital role in supervising and orchestrating the comprehensive suite of services offered by the Student Association of George Brown College (SAGBC) within the Equity and Advocacy department. This dynamic professional will be an integral member of a diverse team responsible for administering the SA's array of Equity and Advocacy Program offerings. The coordinator's primary purview encompasses the effective management of key programs and services including the Student Nutrition Access Program (SNAP), the Community Care Centre (CCC), Academic Support, and the Clubs and Networks portfolio.

Operating in close collaboration with fellow Equity and Advocacy program coordinators, the Program Support Coordinator will orchestrate the seamless execution of multifaceted community-centered projects. These endeavors are meticulously designed to address the unique and evolving needs of George Brown College students, underscoring the coordinator's role as a proactive catalyst for positive change within the student community.

An exceptional candidate for this role is characterized by a forward-thinking perspective, underpinned by robust work ethics. Their values are firmly rooted in promoting inclusivity, championing diversity, advocating for student rights, and nurturing the growth of sustainable social and community programs. The coordinator will play an instrumental role in advancing students' holistic well-being while supporting their academic pursuits. It is important to note that this position holds a non-union status and is positioned within the realm of management.



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Operating across multiple campuses, the incumbent will demonstrate flexibility by navigating between locations and occasionally operating from satellite office(s).

In essence, the Program Support Coordinator role represents an opportunity to drive transformative change within George Brown College's student community by spearheading initiatives that foster inclusivity, wellness, and academic excellence.

General responsibilities include, but are not limited to:

- Collaborate closely with fellow Equity and Advocacy program coordinators to plan and execute multifaceted community-centered projects aimed at addressing evolving student needs.
- Coordinate and oversee the efficient day-to-day operation of critical programs including SNAP, CCC, Academic Support, and Clubs and Networks portfolios.
- Develop, implement, and assess program goals, strategies, and initiatives aligned with promoting inclusivity, diversity, student rights, and sustainable social/community development.
- Foster an environment of collaboration and open communication among team members, stakeholders, and student volunteers.
- Act as a proactive catalyst for positive change within the student community, continually seeking opportunities for improvement and innovation.
- Oversee program budgets, ensuring responsible allocation of resources and adherence to financial guidelines.
- Prepare regular reports and presentations to demonstrate program outcomes, impact, and areas for improvement.
- Develop and maintain relationships with external partners, community organizations, and other relevant stakeholders to enhance program offerings and impact.
- Represent the Equity and Advocacy department in campus-wide meetings, discussions, and events.
- Collaborate with campus administrators and departments to ensure seamless integration of Equity and Advocacy initiatives across multiple campuses.
- Champion diversity, equity, and inclusion in all program activities, advocating for student rights, supporting underrepresented communities, and fostering a sense of belonging and respect for all students.
- Must be familiar with and adhere to the SA full-time, part-time HR manuals and Collective Agreement.
- Skillfully collect and meticulously collate a wide array of pertinent data, employing astute analytical abilities to ensure accuracy and comprehensiveness.
- Establish and maintain a system of up-to-date record keeping and reporting that serves as a reliable foundation for informed decision-making and strategic planning.
- Display a comprehensive understanding of the SA's full-time and part-time HR manuals as well as the Collective Agreement, ensuring strict adherence to these guidelines in all relevant activities.



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- Uphold the highest standards of professionalism and ethical conduct while navigating HR-related matters, safeguarding the interests of both the organization and its employees.
- Perform additional responsibilities and tasks as directed.
- Program Administration
 - Collaborate actively in the coordination of a variety of essential administrative functions, spanning from ordering to inventory delivery and meticulous inventory tracking, while maintaining meticulous data management to ensure optimal program operations.
 - Take a lead role in the orchestration and scheduling of informative class talks, engaging with all Equity & Advocacy departments, thus promoting awareness and engagement among students about the program offerings.
 - Exhibit a keen eye for detail to discern and finalize the intricate logistical intricacies and engaging activities for core programs including the Community Care Centre (CCC), Student Nutrition Access Program (SNAP), Academic Support initiatives, and the vibrant Clubs and Networks portfolio.
 - Contribute to the seamless preparation and widespread distribution of an array of program materials, facilitating the effective communication of program details and benefits to the student body.
 - Collaborate with cross-functional teams to evaluate program effectiveness, collecting and analyzing data to identify opportunities for improvement and growth.
 - Spearhead the development and implementation of streamlined administrative processes, harnessing technology and best practices to enhance program efficiency and reduce operational friction.
- Leadership & Supervision
 - Provide leadership and mentorship to student volunteers and staff, nurturing their personal and professional growth.
 - Play a vital role in the recruitment, training, and supervision of a dedicated team, consisting of both full-time Leads, Support staff, student placements, and volunteers. This collaborative effort ensures that a capable front-line support network is in place across the spectrum of relevant programs.
 - Engage enthusiastically in the facilitation of regular supervision sessions and productive staff meetings. This dynamic interaction enhances team cohesion, fosters a collaborative atmosphere, and promotes the ongoing exchange of ideas and insights.
 - Demonstrate your commitment to the broader institutional engagement by actively participating in meetings convened by pertinent SA and GBC committees as needed. Your involvement contributes to the alignment of programs with the overarching goals of the organization.
 - Embrace professional growth and teamwork through your dedicated involvement in a range of enriching activities, including proactive



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participation in professional development opportunities and the facilitation of team-building exercises.

- Show initiative in bolstering sustainable services and programs for students, taking the lead in conceptualizing, developing, and nurturing innovative initiatives and forging valuable partnerships that amplify program impact.
- Act as a primary liaison between partner agencies and the Equity & Advocacy department, representing the programs of SNAP, CCC, Academic Support, and Clubs and Networks. This strategic partnership management ensures effective collaboration and the alignment of efforts towards shared goals.

Performance Measurables

- Maintain an exceptional record of punctuality and attendance, consistently adhering to regular work hours, which serves as a foundation for reliable program administration and operational support.
- Establish, cultivate, and nurture positive relationships with the Equity & Advocacy team, SA staff, and elected board members. Demonstrate effective communication skills and teamwork that contribute to a harmonious and collaborative work environment.
- Demonstrate meticulous attention to detail by consistently maintaining accurate inventory records and tracking mechanisms. This meticulous approach ensures program materials and resources are readily available and utilized effectively.
- Track and analyze metrics related to program engagement, such as participation rates, attendance numbers, and usage of resources. Utilize this data to identify trends and areas for enhancement.
- Provide accurate, timely, and comprehensive reports and statistics for all relevant programs and services. These reports offer insights into program performance and assist in making informed decisions.
- Ensure the delivery of high-quality services to students across all relevant programs, fostering a positive impact on their experiences and well-being.
- Showcase proactive initiative by successfully initiating and executing innovative programs and services catering to the diverse needs of the student population.
- Exhibit unwavering commitment to quality by consistently paying meticulous attention to detail in all tasks, ensuring accuracy and precision in program execution.
- Undertake thorough cost analyses and provide detailed cost itemizations and valuations for programs and services. Maintain precise financial data and records to support effective budget management and decision-making.
- Demonstrate the ability to assess situations independently and take effective action when circumstances require it. Show a capacity for minimal supervision while displaying sound judgment and problem-solving skills.
- Actively seek opportunities for personal growth, skill enhancement, and professional development. Strive to remain up-to-date with new tools, techniques, technology, and industry trends, positioning self as a valuable resource to the Equity & Advocacy team and others.



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- Monitor and gather feedback from stakeholders, including students, staff, and external partners, to assess their satisfaction with the programs and services offered. Implement strategies for improvement based on feedback.
- Evaluate the ability to adhere to project timelines and deadlines, ensuring that programs, events, and initiatives are executed on schedule and meet established milestones.
- Quantify levels of community engagement and interaction facilitated through the programs. Measure metrics like the number of partnerships established, workshops conducted, and community events organized.
- Develop and track metrics that gauge the inclusivity and diversity of program participants, aiming to create a welcoming environment that caters to students from various backgrounds.
- Gauge the effectiveness of leadership and team development efforts through indicators like team cohesion, skill enhancement among team members, and growth in team productivity.

Qualifications:

- ✓ Relevant post-secondary degree from a recognized university or a diploma is required
- ✓ Minimum 2 years of progressive experience in, not for profit sector, 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
- ✓ Familiarity with a range of software applications and tools for administrative tasks, data management, and reporting is a requisite. Proficient in general computer skills in Microsoft Office Suite (Excel, Word, PowerPoint, Outlook), social media platforms, and various tools and technology is required
- ✓ Previous experience in a non-profit organization or student association/unions can demonstrate a background in community-oriented work 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
- ✓ Proven familiarity with equity, diversity, and inclusion principles, as well as experience in advocating for student rights, championing inclusivity, and promoting sustainable social and community programs an asset
- ✓ Proficiency in data collection, collation, and analysis to inform decision-making and program improvement. Strong attention to detail to ensure accurate record keeping and reporting an asset
- ✓ Proficiency in budget management and financial analysis. Ability to conduct cost analyses, develop cost itemizations, and maintain accurate financial records is required
- ✓ 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



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- ✓ Strong interpersonal skills, demonstrating the ability to foster positive relationships, collaborate effectively with diverse teams, and engage with stakeholders an asset
- ✓ Demonstrated ability to assess situations independently, make sound decisions, and take effective action when required. A proactive approach to identifying challenges and finding solutions an asset
- ✓ Criminal record check is mandatory 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 must complete the following

1. Submit their resume and cover letter to: hire@sagbc.ca Subject line: <your name>: Program Support Coordinator Application
2. Complete the following Sparkhire link:
https://hire.li/ZQCXVCSsabrTgccTw3_aR

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. Interviews will take place during the time of posting until position is filled.

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.