



Student Association of George Brown Employment Opportunity (External Posting)

Position Title: Clubs & Community Coordinator

Position Type: Full-time

Compensation: Starting Wage
\$52,740 (union grid)

Reports To: Manager, Equity & Advocacy

Unionized: OPSEU Local 557

Deadline: May 1, 2026 or open until filled

Position Overview:

The Student Association of George Brown represents over 15,000 full-time students each semester and is the official student union for George Brown Polytechnic. The Clubs & Community Coordinator supports student engagement, community building, and leadership development by overseeing all SAGB-ratified clubs and networks across campuses.

This unionized role serves as the primary contact for student clubs, providing guidance and support in outreach, events, finances, communications, and policy compliance, while ensuring alignment with SAGB policies and fostering an inclusive campus community. The Coordinator collaborates with students, staff, SAGB departments, GBP divisions, and external partners to strengthen connections and expand opportunities for student involvement and leadership.

The role requires regular travel across all campuses (Waterfront, Casa Loma, St. James, TMU, the Theatre School and other affiliated campuses) to deliver in-person support and programming, along with flexibility to work evenings and weekends as needed.

Clubs Administration and Oversight:

- Serve as the primary resource for GBC students and staff regarding student clubs, orientation, and related programs.
- Manage the full lifecycle of student clubs, including ratification, renewals, funding, and administration, while supporting club executives and promoting student engagement.
- Develop, review, and enforce SA and GBC policies and procedures related to student clubs and networks.
- Lead the development and publication (online and/or print) of the annual Clubs Directory Manual, including policies and procedures.
- Create, maintain, and archive accurate records of all ratified clubs, including executive information, events, and financial documentation.
- Coordinate and deliver training and mentorship for student clubs and networks to ensure compliance with SA and GBC policies, promote engagement, and support leadership development. This includes onboarding new club executives, advising students forming new clubs, providing policy and anti-oppression workshops, guiding event planning and budget management, developing training materials and exercises, offering individualized support, and evaluating training outcomes to strengthen leadership and organizational capacity.
- Support and promote club growth across all campuses, fostering educational, cultural and social engagement opportunities.
- Provide guidance for event planning and logistics, including space bookings, equipment requests, locker rentals, postering, and communications with relevant departments.
- Plan and deliver a diverse calendar of club events and activities that create meaningful opportunities for students to connect, learn, and develop.
- Act as a liaison between club executives, students, SA departments, and GBP administration, ensuring clear communication, collaboration and alignment with institutional priorities.



Student Association of George Brown Employment Opportunity (External Posting)

- Support clubs in marketing and promotion, including social media content, newsletters, and campus-wide communications.
- Plan and coordinate annual recognition events for clubs and executives, track club performance and program outcomes, and develop tools and resources to streamline administration, event management, and leadership development.

Community and Student Engagement:

- Collaborate with SA and GBP departments, including E&A team members, to align initiatives, share resources, maintain awareness of programs, and strengthen student engagement.
- Collaborate closely with the Events Coordinator to identify and execute partnership opportunities between Equity & Advocacy initiatives and SAGB social events.
- Serve as a liaison between the Student Association and internal/external stakeholders strengthening communication, collaboration, and service alignment.
- Contribute to the development of operational policies that prioritize accessibility, inclusion, and a positive student experience.
- Identify new opportunities for student engagement and research potential partnerships to enhance resources, support, and programming for clubs and networks.
- Coordinate shared responsibilities for the day-to-day operations of the Community Hub (shared by CCC, Clubs, and Academics), ensuring smooth and integrated functioning across teams.
- Activate Community Hub spaces across campuses by delivering programs, activities that foster student engagement, learning, and social connection.
- Provide supervision, support, and guidance to CCC Peer Engagement Support Staff and Clubs Support Staff, ensuring effective performance and successful execution of duties.
- Oversee staff scheduling, training, performance evaluations, and professional development.
- Support the Equity Care and Relief Working Group by coordinating application reviews, assigning tasks, guiding members, and ensuring timely, accurate evaluations.
- Support equity groups in planning and delivering programming while overseeing CCC staff in campaign planning, execution, and reporting, including timelines and performance metrics.
- Coordinate CCC operations, including inventory management and maintenance of spaces.
- Serve as the primary contact for conflict resolution, ensuring fair and respectful outcomes aligned with Centre values.
- Collaborate with CCC and Academics to coordinate campaigns with the Canadian Federation of Students (CFS) at local, provincial, and national levels.
- Support equity groups in planning and implementing programming.
- Oversee CCC staff in campaign planning, development, and activations, establishing success metrics, timelines, benchmarks, and reporting standards.
- Coordinate CCC operations, including inventory management and cleanliness of spaces, following established protocols or recommending improvements.
- Serve as the main point of contact for conflict resolution among staff, club executives, or volunteers, ensuring solutions are fair, respectful, and aligned with Centre values.
- Collaborate with CCC and Academics to coordinate campaigns with the Canadian Federation of Students (CFS) at local, provincial, and national levels, as appropriate.



Student Association of George Brown

Employment Opportunity

(External Posting)

Administrative and HR Responsibilities:

- Develop, maintain, and update templates, resources, and toolkits for clubs to streamline administrative and operational processes.
- Monitor compliance with SA and GBC regulations, including risk management, event safety, and financial accountability.
- Track, reconcile, and report on departmental budgets and club allocations, preparing monthly, semesterly, annual, and ad hoc reports for the Manager, Equity & Advocacy, and the General Manager.
- Monitor and maintain accurate club and program information on the Student Association's digital platforms while overseeing onboarding, scheduling, training, mentorship, and professional development of CCC and Clubs Support Staff.
- Conduct probationary and ongoing performance evaluations for part-time student staff and volunteers, develop and deliver training materials to support their growth, and maintain accurate supervision documentation.
- Implement program satisfaction surveys or other evaluation tools to gather feedback from students, staff, and program participants to drive continuous improvement.
- Support equity and student engagement initiatives, including programming, campaigns, and special projects, ensuring proper administrative coordination and resource allocation.
- Coordinate communication and reporting between clubs, staff, departments, and external partners to ensure alignment, transparency, and accountability.
- Oversee operational logistics for Community Hub spaces, including resource management, space scheduling, and inventory tracking.
- Serve as the primary contact for conflict resolution among student staff, club executives, and volunteers, ensuring fair, respectful, and policy-compliant outcomes.
- Support cross-departmental administrative initiatives, including program audits, compliance reviews, and policy updates.
- Perform additional administrative and HR duties as assigned to support the effective operations of Clubs, the Community Hub and SA programs.

Required Skills and Experience Qualifications:

- Post-secondary degree or diploma in a relevant field or equivalent combination of education and experience; experience in a post-secondary or student-focused environment is an asset.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other standard office software.
- Proven ability to supervise, mentor and support staff and experience working with student leaders, clubs or volunteer groups is an asset
- Strong interpersonal abilities with demonstrated capacity for professionalism and effective conflict resolution
- Excellent verbal and written communication skills.
- Experience with budgeting, financial tracking and organizational skills.
- Experience planning and executing events is considered an asset.
- Experience working in an academic or post-secondary environment is an asset.
- Understanding of current education and equity issues impacting post-secondary students and institutions.
- Criminal record check is necessary at the candidate's expense and copy provided prior to start of position, is required.



Student Association of George Brown Employment Opportunity (External Posting)

How to Apply

Applicant must submit a PDF version of their cover letter AND résumé to [hiring@sagbc.ca](mailto: hiring@sagbc.ca)
Subject Line: <your name>: Clubs & Community Coordinator Application

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.