



Student Association of George Brown College

Job Title:	Campaigns Support Staff <i>*multiple positions available</i>	Job Category:	Support Staff
Department/Group:	Community Action Centre	Job Code/Req#:	
Location	St. James Campus, various	Travel Required:	Yes
Level/Salary Range:	\$15.00/hr <i>(0-20 hours - 10-15 average per week pending availability, skill-set, workload)</i>	Position Type:	Temporary – Part-time
HR Contact:	humanresources@sagbc.ca	Start & End Date:	Aug. 2017 – Apr. 30 2018
Will Train Applicant(s):	Yes	Posting Expires:	Jun.23, 2017 11:59 pm

E-mail: humanresources@sagbc.ca

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

Attention: HR Department

Instructions: Please include cover letter and résumé

Job Overview:

Want to empower students to educate, agitate, and organize for social change?

You'll assist with the overall delivery of the social justice campaigns of the Student Association, Community Action Centre as directed. You'll take on equity work that includes research, developing impactful materials, organizing political actions logistics, poster, and membership outreach. You'll support the day-to-day functioning of the CAC spaces as community centres, and provide judgement-free peer support. You'll have the opportunity to learn and skill share with other staff, students, and community on education and equity campaigns.

Campaigns on:

- anti-black racism
- workers' rights
- consent (including ending gender based violence and sexual assault)
- reproductive justice
- sexual health
- student parents
- and more...

Reports to the Community Action Centre Coordinator.

Leadership Responsibilities:

- Maintains the Community Action Centre as a welcoming, accessible, inclusive, and safer space for marginalized and underrepresented students.
- Participates in goal setting, ensures campaigns are on track, and tasks meet deadlines.
- Models values and principles consistent with the Community Action Centre in all decision-making.
- Works with the Community Action Centre and promotes SA services that reduce barriers to education.



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General Responsibilities:

- Undertakes research to identify the particular equity issues and needs of students.
- Assists with the creation, development, and promotion of education and awareness campaigns.
- Develops materials and creative outreach strategies for campaigns.
- Distributes information to students e.g. leafleting, info booths, class presentations, petitioning, postering, surveys, art installations, etc.
- Assists with planning and coordination of on-campus activities that may include: events, workshops, conferences, teach-ins and panels.
- Answers questions and accurately refers members to appropriate programs and services, including those available within the Student Association.
- Cooperates and collaborates with other staff, including CAC staff: First Nations/Inuit/Métis, Disabilities, Racialized/International, LGBTQ, Women & Trans, and Black Students' Support Staff.
- Actively participates in trainings and off-campus opportunities.
- Maintains cleanliness of work spaces and organizes resources.
- Other duties as assigned.

YOU HAVE:

- An anti-oppression analysis; treat all with dignity.
- An understanding of the Student Association within the importance of the student movement.
- Knowledge and experience in equity issues facing students from Black, First Nations/Inuit/Métis, Disabilities, International/Racialized, LGBTQ and Women & Trans communities.
- Superior priority management skills; can forward plan weeks and months in advance.
- Goal setting skills (in-line with organizational priorities).
- The talent to accept feedback and criticism without negativity or defensiveness.
- The confidence to give feedback and criticism with kindness.
- Willingness to learn and teach; you show patience and care with yourself and others.
- Ability to work independently with minimal supervision, but is team oriented.
- Ability to take direction, but has the ability to be self-motivated.
- Reliability; you take your work seriously; you do your work with pride.
- Dependability; you honour time commitments, deadlines, and relationships.
- Listening, empathy and conflict management skills.
- Creative and innovative problem-solving skills.

YOU MIGHT ALSO HAVE:

- Knowledge and passion on issues of anti-black racism, workers' rights, consent, sexual health, reproductive justice, and/or student parents.
- Experience in campaign, event, and project planning.
- Experience with social media (and photography) in a professional capacity.
- Experience with group facilitation and/or leading meetings.
- Understanding of peer support.
- Familiarity with Canadian Federation of Students (CFS).

REQUIRED

- Open to all qualified applicants. Full-time George Brown College student status an asset.
- **MUST SUBMIT COVER LETTER AND RÉSUMÉ**
- Job offer/continued employment contingent on availability.
Typical shifts occur Monday-Thursday 10:30am-4:30pm.

The Community Action Centre is a place for George Brown College students who care about social justice to gather together and support each other, share ideas, socialize, build community, and raise awareness of issues within their communities.



www.facebook.com/communityactioncentre



www.instagram.com/communityactioncentre

Mission Statement:

We are the students of George Brown College committed to supporting each other in the struggle for student rights, the pursuit of quality education and the provision of services in a safe, accessible and equitable environment.

Commitment to Equity:

The Student Association is an equal opportunity employer and welcomes candidates from among those groups of individuals that are traditionally underrepresented to apply.