



# Student Association of George Brown College

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

**E-mail:** [humanresources@sagbc.ca](mailto:humanresources@sagbc.ca)

Subject Line: <your name>: Women & Trans Students' Support Staff Application

Attention: HR Department

Instructions: Please include cover letter and résumé

### Job Description:

Are you passionate about supporting Women & Trans students? You'll be responsible for supporting the activities of Women & Trans student community. Jointly responsible for the day-to-day functioning of the Community Action Centre. You'll provide peer support, referrals, and resources to members. You will recommend and plan social and political programming, including workshops, events, meetings, and advocacy and awareness campaigns. You assist the organization in the empowerment and student success of Women & Trans members.

Reports to the Community Action Centre Coordinator.

### Leadership Responsibilities:

- Provides support, active listening, and community referrals.
- Maintains the Community Action Centre as a welcoming, accessible, inclusive, and safer space for marginalized and underrepresented students.
- Initiate, connect, and maintain relationships with relevant groups (on campus and off).

### General Responsibilities:

- Solicits, generates, researches, and drafts ideas for events/programming and plans and completes all logistical components with the supervision of the Coordinator.
- Uses a diversity of promotional strategies to promote events.
- 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: Campaigns Support Staff and the First Nations, Inuit, Métis; Disabilities; Racialized/International; LGBTQ; and Black Students' Support Staff.
- Maintains cleanliness of work spaces and organizes resources.
- Other duties as assigned.

*see next page*

## YOU HAVE:

- **MUST IDENTIFY AS A MEMBER OF THE COMMUNITY IN WHICH YOU ARE APPLYING**
- A keen interest in, and commitment to anti-oppression; you treat all with dignity.
- Understanding of peer support, and how it differs from counselling or crisis support.
- 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.
- Willingness to learn and teach; you extend patience and care to yourself and others.
- Ability to work independently with minimal supervision, but are team oriented.
- Ability to take direction, but have 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.
- Working knowledge of MS Office, e-mail (Outlook).

## YOU MIGHT ALSO HAVE:

- Experience in event and project planning.
- Experience with social media in a professional capacity.
- Experience with social justice and equity community building.
- Experience working within anti-racism and anti-colonialism frameworks.
- Experience with group facilitation and/or peer support.

## 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](http://www.facebook.com/communityactioncentre)



[www.instagram.com/communityactioncentre](http://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.*