



Student Association of George Brown College
(External Posting)



Employment Opportunity: Support Staff – Community Action Centre: Social Justice Organizer

Position Title: Support Staff - Social Justice Organizer

Position Type: Full-time

Compensation: Starting Wage \$34,320.00 (union grid) prorated to 30 hours per week

Reports To:

Community Action Centre Coordinator (Direct Report)
Manager, Equity & Advocacy (Management Report)

Start Date: April 2, 2018 (flexible)

Unionized: OPSEU Local 557

About the Student Association's *Community Action Centre*:

The Student Association (SA) of George Brown College is the official student union on campus representing full-time students. The *Community Action Centre* (CAC) is the hub for social justice campaigns and equity “community groups.” These groups work both together and independently to support and celebrate their members within an anti-oppression framework. Current groups include:

- Black Students' Group
- First Nations, Inuit, Métis Students' Group
- Disabilities Students' Group
- International/Racialized Students' Group
- LGBTQ Students' Group
- Women & Trans Students' Group

The *Community Action Centre* strives to offer programming, services, and resources that provide unique opportunities for marginalized and/or underserved students, including through social justice campaigns to effect positive change in the George Brown College community.

Position Overview:

Directly reporting to the Community Action Centre Coordinator, the Support Staff - *Community Action Centre: Social Justice Organizer* will be accountable for assisting in the effective delivery and administration of various campaigns and equity work. The *Community Action Centre* serves a diverse student membership across multiple campuses. Serving a wide and varied membership through social justice change-making requires care, creativity, patience, and adaptability. This is a support role to the Community Action Centre Coordinator.

General Responsibilities:

1. CAMPAIGN & EVENT ORGANIZING

Accepts responsibility as directed on the following:

- implement campaigns and events as directed, including organizing and executing political actions
- campaign planning, including need assessments, trend analysis, research, goal-setting, timelines, resource allocation, risk assessment, outreach, and evaluation
- liaise with Coordinator to monitor that campaign and event plans are on track and consistently messaged and delivered by/with part-time staff

- plan logistics (e.g. space and table bookings, ASL interpreters, accessibility accommodations, food orders, A/V tech)
- coordination support of CAC community groups' campaigns/ activities (e.g. events, workshops, panels, speakers, artist showcases, movie screenings, drop-ins, etc.)
- lead Special Projects as assigned (e.g. annual events, new projects)
- accountability for campaign deliverables and results
- support part time student staff with campaign and event planning
- assist with the recruitment of volunteers to support campaigns and events

2. CAMPAIGNS – OUTREACH & PARTNERING

- represent positively the SA/CAC, and participate on internal and external collaborative projects and partnerships as assigned
- communicate the vision and priorities of the CAC to members (student body)
- support the coordination of campaign efforts with those of the Canadian Federation of Students (CFS)
- increase SA/CAC profile, consistent with CAC values and principles
- propose external outreach strategies and communication plans
- document and present campaign challenges and wins (e.g. reports, infographics, photo journaling, testimonials, archiving)
- tailor campaigns to the memberships across all GBC campuses

3. STUDENT MOVEMENT – CAPACITY BUILDING & TRAINING

- offer peer supports as needed to members
- organizing peer support trainings for part-time staff within an anti-oppressive framework (including sourcing trainer recommendations), and strengthen peer support structures as directed
- organize core skills trainings for part-time staff and membership (e.g. anti-oppression trainings, Positive Space trainings, anti-Black racism workshops, trans inclusion training, conflict trainings, socials, support SA's partnership in Tools for Change trainings) as directed
- design and deliver trainings, and presentations as assigned
- facilitate meetings as assigned (e.g. group meetings, planning meetings, debrief session, etc.)

4. OTHER – OPERATIONAL OVERSIGHT

- provide front-line service to students and visitors, including referrals to other Student Association, College and community services
- provide staffing coverage across campuses and relief coverage for Coordinator as needed
- provide additional oversight to PT staff and campus locations in Coordinator's absence as delegated
- monitor PT staff programming as needed
- maintain CAC as welcoming spaces, including promotion of judgement-free spaces and service delivery
- assist in operations (e.g. inventory, cleanliness of space)
- work effectively with other Student Association staff to ensure student success
- maintain database systems as required
- other duties as assigned

Required Skills & Experience:

- Diploma or Degree from a post-secondary institution or equivalent in a relevant discipline
- Lived experience as a self-identified member of at least one of the communities served
- Minimum 1-2 years of work and volunteer experience advocating for individuals who identify with marginalized communities
- Demonstrated campaign organizing knowledge and experience
- Ability to problem-solve through challenges and lead a project from concept and planning through to successful execution and reporting
- Project management skills an asset
- Certificates in peer support models, an asset
- Experience with social media in a professional context an asset
- Understanding of the student movement; experience with student unions an asset
- Strong group facilitation skills
- Evidence of strong verbal and written communication skills
- Working knowledge of MS Office, email (outlook) and database applications (excel)
- Ability to work some evening and weekends required

HOW TO APPLY:

Interested and qualified applicants can submit their cover letter and resume to humanresources@sagbc.ca subject line: CAC FT Support Staff by February 23, 2018 at 11:59AM

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.