



# 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. 2018 – Apr.30 2019
<b>Will Train Applicant(s):</b>	Yes	<b>Posting Expires:</b>	Jun.18, 2018 11:59 pm

**E-mail:**

[humanresources@sagbc.ca](mailto:humanresources@sagbc.ca)

Subject Line: <your name>: International Students' Support Staff Application

Attention: HR Department

**Job Description:**

Are you passionate about supporting women and trans students through social justice?

You'll **support** the Community Action Centre (CAC) with providing peer supports, referrals, and resources to members. You'll have opportunity to recommend and plan social and political programming, for example, workshops, events, trainings, meetings, and advocacy and awareness campaigns.

You'll **support** the Student Association (SA); you'll be part of an organization collectively empowering the student success of women and trans students, sharing information/resources across SA departments.

You'll **support** the day-to-day functioning of the CAC spaces as community centres, including providing judgement-free front-line service.

Reports to the Community Action Centre Coordinator.

**Leadership Responsibilities:**

- Staffs and maintains the Community Action Centre as a welcoming, accessible, inclusive, and safer space, prioritizing marginalized and underrepresented students.
- Provides supports, active listening, education, and community referrals.
- Sources, connects, shares, and maintains relationships with relevant groups (on campus and off).
- Positively participates in meetings, trainings, learning opportunities.

**General Responsibilities:**

- Generates, researches, drafts, and pitches ideas for events/programming of interest/need to your equity group.
- Sees approved plans through to completion, including implementation of logistics through to reporting and archiving.



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- Gets creative. Thinks strategic. Crafts and delivers effective outreach/communication plans.
- Distributes information to students (e.g. tabling, class talks, presentations, poster, etc.).
- Fields questions and referrals accurately; refers members to appropriate programs and services, including those available within the Student Association.
- Works with other CAC staff, including Campaigns Support Staff and the Black; First Nations, Inuit, Métis; Disabilities; Racialized/International; and LGBTQ Students' Support Staff.
- Maintains cleanliness of work spaces. Organizes data and resources.
- Other duties as assigned.

## **YOU HAVE:**

- **MUST IDENTIFY AS A MEMBER OF THE COMMUNITY IN WHICH YOU ARE APPLYING**
- An anti-oppression analysis; you treat all with dignity.
- Demonstrated understanding of peer support, and how it differs from counselling or crisis support.
- Listening, empathy, and conflict management skills.
- Bravery to grow through hard work, including care work/emotional labour.
- Interest in designing and delivering presentations, talks, or workshops.
- 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 input and criticism with care.
- Willingness to learn and teach; you extend patience and care to yourself and others.
- Willingness to engage students across different levels of awareness.
- Generosity to share skills, networks, and education. You look to connect work peers and students to ideas, each other, and opportunities.
- Team oriented, and ability to work independently with minimal supervision.
- Ability to take direction, and communicate and report honestly on results.
- Reliability; you take your work seriously; you do your work with pride.
- Dependability; you honour time commitments (e.g. shifts), deadlines, and relationships.
- Adaptability; able to navigate change and distractions. Balance wellness with action.
- Ability to appreciate organizational values, principles and practices - and model the way.
- Familiarity with systemic barriers facing women and trans students. Potential interests in areas of trans health care, campaigns for gender-inclusive washrooms, consent, and reproductive justice.
- Working knowledge of MS Office, e-mail (Outlook).

## **YOU MIGHT ALSO HAVE:**

- Experience in event and project planning.
- Experience with promotions and/or 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.
- Experience as a workshop facilitator or trainer.

## REQUIRED

- Open to all qualified applicants. Full-time George Brown College student status an asset.
- Availability.  
Job offer/continued employment contingent on availability.  
Typical shifts occur Monday-Thursday 10:30am-4:30pm.  
Candidates are expected to be available a minimum of 2 days a week (Monday-Thursday) between 10:45am-3:15pm
- **TO APPLY:**
  - 1. MUST SUBMIT COVER LETTER**
  - 2. RÉSUMÉ**
  - 3. SHORT WRITTEN RESPONSE TO THE FOLLOWING QUESTION (1 PAGE MAX):**

*“Why do you think it is important to have a Community Action Centre (i.e. equity centre) available to students at George Brown College?”*

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.*