



## **Manager, Equity & Advocacy**

**Position Title:** Manager, Equity & Advocacy

**Reports To:** Executive Director

**Oversight:** Lifeworks Centers and related programs including LGBTQ Center, CWTP Center, International Students Center, ASL Aboriginal, Campaigns, Advocacy, Foodbank, Volunteer and Clubs.

**Salary:** \$60,000 - \$70,000

### **Program Overview:**

The position will adhere to the philosophy and values of the organization and will be committed to supporting student rights, advocacy, equity, campaigns, involvement and activism. The manager shall provide guidance, insight and direction to the Student Association staff and student leaders as it relates to legal aid, clubs, campaigns, academic advocacy, food bank and constituency groups.

Responsibilities include the management of both full-time employees and part-time student staff; supporting the Executive Director with implementation of the long-term strategic goals; and departmental financial management.

The position provides elements of human resources, budget and finances, project management, and the day-to-day operations of the Lifeworks, Clubs and Campaigns Programs. Skills in team leadership are essential, with a focus on how to motivate, energize and empower staff and students through a focused consultative process. The position demands a strong work ethic, with an ability to balance a heavy workload with conflicting priorities and deadlines amidst constant interruption and time demands. Collaborative approach with tremendous flexibility and a capacity for change are essential. The position requires a progressive-minded individual, with emphasis on understanding diversity and issues of oppression, power, student rights and accessible education.

### **General Responsibilities include, but are not limited to:**

#### ***Departmental Oversight***

- Must ensure adherence to the SA staff HR manual
- Ensure the smooth and effective operation of all LifeWorks Centres and related programs including: LGBTQ Centre, Centre for Women and Trans People (CWTP), International Students, ASL, Aboriginal, Campaigns, Volunteer, Advocacy, Food Bank, Clubs.

- Ensure that program needs assessment with various target groups are conducted and appropriate programs and services are planned and implemented in response to the needs
- Identify trends that indicate larger, systemic problems and report to the Executive Director
- Design and oversee an effective volunteer and placement program that meet students' needs
- Work with the Director of Education & Equity to implement advocacy or educational campaigns
- Oversee student Clubs Program
- Ensure that organizational change initiatives are managed in a strategic and holistic way

***Volunteer/Student Placement Management***

- Implement and oversee a new and effective volunteer/ student placement program
- Schedule and oversee peer support volunteers, placement and work study students
- Schedule and prepare for team and community meetings
- Ensure the orientation and training of new team members, including the development of an orientation package
- Create a training and development model for staff and volunteers to ensure current skills and knowledge, related to the provision of orientation and retention services, are addressed
- Ensure all communications with volunteers/student placements are effective and timely
- Liaison between volunteers, college departments and other outreach services staff
- Ensure volunteers are completing tasks and upholding the values of SA
- Schedule and oversee volunteers helping with event administration
- Meets regularly with the school/departments, student groups to create partnerships and to determine students' needs with respect to student engagement
- Co-ordinate students' activities including peer support as well as assisting with peer advising/mentoring relationships. Evaluates different approaches to assess their effect on retention and student engagement and implements effective solutions
- Ensure staff is responsive to students' input

***Campaigns & Clubs Management***

- Hire and oversee the campaigns staff as they perform a broad range of duties related to student campaigns, policies, programs and activities
- Work collaboratively with the Director of Education & Equity and other Executives in the formulation, research, production and dissemination of campaign and communications materials
- Utilize different media forums such as print, website, audio-visual and/or television monitors in the performance of duties
- Organize members around student issues and activities intended to inform the general public, student population and others of the Student Association's policies, objectives and functions

- Implement and evaluate programs and services that will advance the delivery of services to student population
- Assist in the planning and implementation of conferences, workshops, seminars and special events
- Help to facilitate group strategy sessions convened by elected representatives; assist groups in allocating tasks aligned to strategic action plans
- Ensure a record of the campaign work schedule is distributed to all participants
- Develop and set performance standards for a continuous quality improvement program
- Oversee the existing student-run clubs and start-up of new ones that reflect the diversity of the student population
- Conduct periodic environmental scans of student life activities at other colleges and universities. Act as a resource to staff and students to support the development of out-of-classroom events & learning; linking these opportunities to the mission of the SA
- Ensure that clubs provide enriching opportunities for students to meet friends and explore their passions and cultivate curiosities
- Ensure adherence to the Clubs By-Laws by all participating members
- Ensure financial oversight of the program
- Provide a written report at the end of each school year to evaluate impact and outcomes of the program

***Financial Management***

- Develop annual budgetary projections for areas of responsibility
- Track, monitor and report on actual revenues and expenditures for respective programs
- Assist the Executive Director in the creation and compilation of the organizational budget
- Ensure financial oversight for areas of responsibility including submissions of receipts, cheque requisitions and supporting documentation

***Communications & Relationship Building:***

- Establish and maintain positive working relationships with college administration
- Establish positive working relations with internal and external organizations or agencies that may provide services to the LifeWorks department, Clubs and Campaigns. Take a collaborative and consultative approach in all activities
- Provide ongoing assistance, support and monitoring to Student Association services on all campuses
- Manager, Equity & Advocacy is responsible to ensure that the Student Association of George Brown College continues to be a learning environment for student leaders
- Serve as a positive change agent and resource
- Support transfer of knowledge and apply Continuous Quality Improvements (CQI) measures to improve program

***Leadership and Talent Management***

- Assist with organizational planning and strategic development

- Liaise with various departments, individuals and committees of George Brown College, as well as with external agencies
- Attend and participate in all staff meetings and applicable Board of Directors, Executive and committee meetings of the Association and partnership development
- Research, plan and implement project priorities based on the strategic direction of the organization
- Use knowledge and best practices to manage human resources
- Mobilize employees to achieve organization's potential and create strong employer brand
- Utilize effective leadership and supervisory skills to coach, mentor and develop staff and teams
- Establish and maintain effective communication channels with staff and Board to provide timely, accurate, and current information to successfully perform their jobs
- Attend Board and Committee meetings as required to present formal and informal reports, advise, answer questions
- Other duties as assigned

**Nature and Scope of the Position:**

- Reporting directly to the Executive Director, this position requires independent and self-directed work, relying on current policies and procedures, past and current practices and a clear understanding of the mandate of the Student Association and this position.
- This position interacts with a wide range of individuals, including college management and Staff, Student Association students and staff, and the general student population. Often complex situations cause challenges in communication and difficulties in interactions. Productive and professional relationships must be maintained in all circumstances.
- The position has a wide range of responsibilities, creating multiple conflicting priorities and deadlines. The work environment is hectic, and the incumbent must be able to produce quality work under constant interruption and time demands.
- Must demonstrate a strong understanding of social justice issues and a track record of coalition building, bringing people from different constituencies together to work toward common goals.
- Provide support to the Executive Director, professional staff, students and student leaders with equity based training in all areas and will advise on policies and procedures to ensure accessibility to all members.
- Responsible for ensuring that students are accommodated to ensure participation for underrepresented groups by arranging for services such as interpretation, note taking etc.
- The position will ensure that events are held equitably at the main campuses and satellite campuses for all members.
- The Student Association operates on multiple campuses, creating unique challenges in communications and interactions with colleagues and supervised staff. The incumbent will be required to travel between campuses, and to operate at a satellite office on occasion.
- The position carries a heavy workload throughout the year; however, there are specific periods, such as orientation, where the load increases further. During such periods, there is no downtime and additional hours are usually required.

**Performance Measurables:**

- ✓ Maintain exceptional attendance and regular hours of work
- ✓ Establish and maintain a positive, professional and interactive working relationship with the SA staff, student executives and Board members
- ✓ Support and develop strategies to build relationships with internal colleagues, college administration, external community partners and subject matter experts to achieve organization's goals
- ✓ Improve level of advocacy services and representation for the students within the college
- ✓ Improve the level of administration, monitoring and record keeping for SA clubs, LifeWorks and constituency groups
- ✓ Reduce the existing communication gaps between the SA and the college as it relates to institutional concerns over campaigns & grade appeals, Clubs, volunteer, student placement
- ✓ Ensure all relevant policies & procedures are up to date and are being adhered to by all staff & students; must hold all reports accountable as per the SA policies.
- ✓ Readily available and supportive to all relevant SA BoD committees as an effective resource person (attends meetings, provides accurate & relevant data, provides mentorship to student leaders)
- ✓ Ensure an effective and consistent level of programming, events and outreach initiatives for various student groups
- ✓ Lead projects and cross functional teams focusing on leadership and organizational improvement initiatives. Apply professional methods and tools to improve organization performance
- ✓ Track, analyze and develop reports to measure the effectiveness of programs. Monitor, assess and evaluate programs and their impact on the organization to ensure programs continue to add value; disseminate findings
- ✓ Work with the Executive Director to execute change management processes and guide new initiatives
- ✓ Work with others in a dynamic, innovative and professional team environment showing evidence of ability to motivate others and resolve conflicts in an effective and timely manner
- ✓ Attention to details- to avoid miscommunication, ensure accuracy in reporting and overall program and project success

**Qualifications:**

- Relevant post-secondary degree from a recognized university or a diploma with significant experience **is required**
- At least 5 years of progressive experience in non-profit organizations, preferably in a post-secondary environment, demonstrating the ability to manage both full time and part time staff, ensure adherence to policies & procedures, conduct performance evaluations and establish & implement best practices
- An experienced leader, who fosters a productive team atmosphere, and also a disciplined independent worker who enjoys troubleshooting and problem solving
- Coach, inspire and motivate staff to perform at an optimal level
- Experience practicing from an anti-oppression perspective
- Extensive knowledge of equity, access and inclusion

- Must be able to demonstrate results of working collaboratively with key stakeholders (Government Agencies, NFP organizations, Colleges / Universities, special interest groups)
- Previous experience working with People with Disabilities, Women's Centres or LGBTQ groups
- Superior financial management skills, with expertise in budget development and management
- Comprehensive knowledge of student rights, issues, and accessibility to post-secondary education.
- Excellent interpersonal skills with an ability to navigate complex situations and difficult interactions with grace, patience and professionalism
- A professional background in program planning, implementation and evaluation **is required**
- Superior communication and conflict resolutions skills are **required**
- Proficiency in computer use, including MS Word, Excel, Outlook, and PowerPoint.

**Please note: The incumbent may be asked to present proof of credentials.**

**How to Apply:**

Interested and qualified applicants can submit their resume and cover letter in confidence to [sahr@georgebrown.ca](mailto:sahr@georgebrown.ca) or fax to 416-415-4719 by \_\_\_\_\_

**Additional Information:**

***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.