

Summer Student Job Posting 2017

DATE: May 31, 2017

POSITION: Summer Student: Office Assistant- OAD office

LOCATION: Toronto

START DATE: Immediately

MINIMUM START SALARY: \$13.00 per hour

POSITION STATUS: 8 Week Contract – Flexible start date
30 hours per week

POSITION SUMMARY:

This is a 8 week Canada Summer Jobs position within the organization of Ontario Association of the Deaf located at 2395 Bayview Avenue., Toronto. The student will work in cooperation with OAD/DOP staff to provide a variety of office supports and will assist with program's new material development.

MAJOR RESPONSIBILITIES:

- Assist with daily tasks and projects
- Organizing office electronic filing system
- Preparing booth displays
- Assist with historical materials – archive purpose
- Annual General Meeting preparation

LINE OF RESPONSIBILITY:

Reports to Executive Director

QUALIFICATIONS:

- Applicants must be between 18 and 30 years of age at the start of the employment and have been registered as full-time post-secondary students in the previous academic year and intend to return to school on a full-time basis in the next academic year
- Proficiency with MS Office Suite, database and building online resources
- Social Media – Twitters, Facebook, website & e-distribution
- Demonstrated organizational skills and attention to details required
- Excellent interpersonal skills and ability to work within a highly confidential environment
- Previous experience working with Deaf, oral deaf, deafened or hard of hearing individuals an asset
- American Sign Language (ASL) skills
- Ability to work independently and within a team
- Possibly some evenings

CLOSING DATE: Until filled

EMAIL RESUME TO: office@deafontario.ca

Subject Line: Competition #2017-01

Please email your resume as a MS Word attachment or paste the resume into the body of the email. Remember to put the competition number in the subject line.

Thank you for your application.