



# Canadian Hard of Hearing Association Association des malentendants canadiens

## Job Posting

**Title:** Program Assistant

**Location:** Ottawa, ON

**Position Status:** Three-Year Contract, Part-Time, 25 hours per-week

**Salary:** \$30,000 per/year

**Reports to:** Manager, Accessibility Projects & Communications

### **ABOUT THE OPPORTUNITY**

#### **Position Summary:**

This position aims to develop a stronger foundation for leadership with youth with disabilities and to provide the successful candidate with an all-around exposure to working in the not-for-profit sector. And to offer the successful candidate with the experience to develop their leadership experience. The successful candidate will be responsible for assisting program staff with various programming needs of the Canadian Hard of Hearing Association, including the following: events, fundraising, marketing, communications, projects, grant writing, board development. In addition, they are responsible for developing positive working relationships with national partners, work with our national networks from coast-to-coast-to coast on various projects, assist with national outreach activities, act as a liaison between CHHA and the CHHA Young Adults Network and assist the CHHA National Board of Directors.

#### **Essential Duties and Responsibilities:**

- Oversee all stages of project planning and execution, alongside, the manager.
- Represent the organization professionally and confidently in both written and verbal communications, internally and externally
- Collaborate on event planning and ensure no detail is missed throughout the execution of the event
- Ensure all travel plans are taken care of in a timeline manner
- Prepare and coordinate proposals, presentations, and reporting
- Write communications copy, including press releases, conference descriptions, and correspondence
- Build strong relationships with internal and external stakeholders, and provide strategic guidance and direction
- Utilize a variety of social media and online tools to amplify the reach of the organization

- Demonstrate the ability to analyze issues and innovatively solve complex problems independently
- Provide leadership support to various team members, the National Board of Directors and others
- Maintain a close working relationship with the team

## **ABOUT YOU, THE CANDIDATE**

### **Education and Experience:**

Post-Secondary Degree or Diploma in disability studies, communications, public relations or related fields, and a minimum of 1 year of relevant practical work experience.

### **Qualifications:**

- Excellent written, communication and interpersonal skills.
- Comfortable working in a close-knit team environment.
- Demonstrated ability to implement tactics to help maintain and strengthen organizational awareness and messaging.
- Knowledge of hearing loss issues, support groups, and peer-to-peer counselling.
- Highly organized, able to meet deadlines, and manage multiple priorities.
- High proficiency with MS-Office Suite (Outlook, Excel, PowerPoint, Word), experience with Membee database or similar is an asset.
- Understanding and sensitivity of issues relating to people with disabilities an asset; and
- Bilingualism in English/French an asset.

## **ABOUT CANADIAN HARD OF HEARING ASSOCIATION**

The Canadian Hard of Hearing Association (CHHA) is the leading consumer advocacy organization representing the needs of the nearly 4-million Canadians living with hearing loss. With a network from coast-to-coast-to-coast, CHHA collaborates with professionals, service providers, governments, and others to provide life-enhancing information, support, and advocacy.

Established in 1982, CHHA has a global reputation in developing and delivering a wide range of initiatives that have challenged the status quo when working with people with hearing loss. We are sought after to provide comments and feedback on various policy initiatives, identify best practices, develop, and test technology, programs and services. Our efforts have advanced the quality of life for people living with hearing loss.

### **Work Environment:**

- The office is in an accessible downtown Ottawa location.
- Many meetings require communication strategies, communication access support, and patience to connect with those with hearing loss effectively.
- Some travel is required.

**CLOSING DATE:** September 15, 2020

**Email Resume To:** [gmosher@chha.ca](mailto:gmosher@chha.ca)

**Subject Line:** Competition #2020-PA

**Note:** This project is to develop leadership skills for youth with disabilities. Funding for this project requires that CHHA hire a youth (individual between the age of 18-35) with a disability, specifically a youth who is hard of hearing. Successful Candidates are required to commit to a 3-year contract to fulfil the funding requirements for this project.

Please email your resume as either a PDF or MS Word attachment. Remember to put the competition number in the subject line.

**Thank you for your application**

*In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), CHHA will provide accommodation, accessible formats and communication supports for the interview upon request.*