# We are Hiring!

Canadian Association of the Deaf – Association des Sourds du Canada (CAD-ASC) is looking to hire the following positions:

## Administrative Assistant

### SALARY:

$22.00 - $27.00 an hour – depending on experience

### CONDITIONS:

Part-time (0.60 Full Time Equivalent) work from Ottawa downtown office

### HOURS:

Approximately 22.5 hrs per week

### BENEFITS:

Includes vacation and health benefits as per staff policy.

### RESPONSIBILITIES:

* Provide effective and efficient administrative support and clerical services to the Executive Director. This includes preparing and distributing documents, scheduling and coordinating meetings, managing office supplies, and supervising other personnel as required.
* Provide first contact for information and assistance to customers, including redirecting (VRS) phone/email inquiries to appropriate personnel.
* Ensure material required to committees & meetings are identified and provided to the teams, in the appropriate language and format.
* Format all reports/presentations using professional report writing standards as guidelines including ensuring the accuracy of spelling, grammar and other structural elements.
* Organize education and other events including scheduling, booking rooms, arranging zoom calls, ordering and setting up equipment.
* Assist in web maintenance, posting and social media management.
* Demonstrate CAD values of communication, respect, collaboration, accountability, and diversity.
* Knowledge and proficiency of written English and ASL required. LSQ or willingness to learn an asset.

**REQUIREMENTS:**

* Undergraduate degree and experience in administrative setting.
* Ability to work as part of a team, to interrelate with all levels of staff in a professional manner, to work with minimal supervision to multitask, and continually prioritize duties.
* Excellent interpersonal, communication (signed and written), and organizational skills.
* Proficiency in the use of Microsoft Office suite including Word, Excel, Outlook, Power Point, Teams and Adobe.
* Basic knowledge of web maintenance, such as HTML, coding and WCAG.
* Proven ability to work with reports, spreadsheets and data bases.
* Basic financial administration and banking procedures, including tax receipts required.

*Thank you for your continued interest in the Canadian Association of the Deaf – Association des Sourds du Canada (CAD-ASC). At CAD-ASC we value and celebrate the principles of equity, diversity, inclusion, and belonging, as they are integral to the enrichment of our work environment. We believe that by fostering an inclusive and diverse community, we can achieve our mission of removing barriers to communications to all individuals.*

*We encourage applicants from all backgrounds to apply. We welcome those who would contribute to the further diversification of our organization including, but not limited to women, racial or ethnic minorities, First Nations, Inuit, and Métis peoples, persons with Disabilities, and 2SLGBTQI+ communities.*

*At CAD-ASC, we are committed to ensuring accessibility and accommodating the needs of all candidates throughout the entire selection process. Our recruitment team is available to assist individuals with any inquiries or concerns regarding accessibility and accommodations at any stage of our recruitment process. We invite you to reach out and let us know how we can best support you. We look forward to welcoming diverse talent into our team and continuing to make a positive impact in the communities we serve.*

Please submit your resume by July 31, 2023 to info@cad-asc.ca