# We are Hiring!

Canadian Association of the Deaf – Association des Sourds du Canada (CAD-ASC) is currently seeking a fluently bilingual, experienced and well-organized ***Bilingual Digital Content Coordinator*** to join our on-site team.

## Bilingual Digital Content Coordinator

### SALARY:

$21.00 - $28.00 an hour – depending on experience

**Biling**

### CONDITIONS:

Part-time (0.60 Full Time Equivalent) work from Ottawa downtown office contract till March 2024. (Possibility of extension)

### HOURS:

Approximately 22.5 hrs per week (Hybrid WFO/WFH model)

### BENEFITS:

Includes vacation and health benefits as per staff policy.

### RESPONSIBILITIES:

**Job details**

**Responsibilities will include but are not limited to the following:**

* Reporting to the Executive Director, they will have strong communication, design and video/photography skills.
* Posting regular, monitoring messages, comments, tagged content and branded hashtags on all social media platforms including Instagram, Facebook, Twitter and LinkedIn.
* Assist personnel with various projects including in-house content creation, copywriting, and administration of user-generated content in both English and French, ASL and LSQ.
* Generate, edit, publish and share engaging & creative content daily (e.g. original text, photos, videos and news).
* Respond to comments, messages, and general inquiries promptly and seek guidance when necessary, on sensitive issues.
* Optimize the user experience through all channels of customer contact including but not limited to, our website, social media and email communications.
* Communicate with followers, respond to queries in a timely manner and monitor customer reviews.
* Creating and designing original and on-brand/ promotional materials for affiliates and members.
* Fostering a sense of community via outreach and collaboration with creators and local businesses within the Deaf Ecosystem.
* Composing regular blog content aligned with our audience’s interests & SEO.
* Effectively promote Playground marketing initiatives via social media to increase engagement and follower count.
* Update and refine social media strategy to support overall communications strategy.
* Supporting team on day-to-day communication needs, e.g., Newsletters, posters, videos, translations, etc.
* Present and coordinate with staff to get content for any major event, conference, etc.
* Flexible work schedule to accommodate events outside of office hours.
* Must be fluent in LSQ and ASL, and in the written word.

To be considered for this role, the ideal candidate will possess the following:

* Demonstrated proficiency with social media platforms - Instagram, Facebook, Twitter, LinkedIn. Facebook lives, Instagram stories
* Experience using Google Suite- Docs, Sheets, Slides and Calendar. Experience using Teams is an asset.
* Experience with - SEO, Google ads, Facebook ads
* Strong interest in photography, content creation, at ease with people to take their photos, video content, etc.
* Fluency in LSQ and ASL is essential - additional languages considered an asset.
* Previous marketing work experience with a focus in social media.
* Highly organized and capable to meet deadlines.

*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 achieve our mission of removing barriers to communications to all individual.*

*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 the communities we serve.*

Please submit your resume by July 31, 2023 to [info@cad-asc.ca](mailto:info@cad-asc.ca)