# We are Hiring!

Canadian Association of the Deaf – Association des Sourds du Canada (CAD-ASC) is currently seeking an experienced and well-organized ***Quiet Waves Project Coordinator*** to join our on-site team in Ottawa, Ontario.

## Quiet Waves Project Coordinator

### SALARY:

$26-36 an hour – depending on experience

### CONDITIONS:

Full Time, willingness to attend workshops in Winnipeg & Vancouver.

### HOURS:

35 hours a week, some weekends and holiday – depending on interview schedule and workshops.

### BENEFITS:

Includes vacation and health benefits as per staff policy.

### RESPONSIBILITIES:

The research project Quiet Waves will explore *Communication Barriers in Inclusive Design* from the perspective of people with lived experience. The project aim to seek the barriers faced by Deaf and DeafBlind people who sign when trying to communicated in meetings and within the built environment.

They will coordinate with staff that have been assigned to survey Deaf delegates from at the World Federation of the Deaf, to videotape interviews of past and present deaf organizations and affiliates of CAD-ASC, and to review current status of International, national and provincial accessibility laws.

They will identify gaps and barriers and guide the research(ers) to find practices, policies and programs that will build the capacity to communicate with Deaf people. Solutions can be found in the 1) physical construction of a building, i.e. sightlines, virtual wayfinding solutions and visual alarms 2) the policies and procedures such as centralized accommodation funds, or diversified statistics and hiring quotas, or current technology such as signing avatars or Video Remote Interpreting (VRI) systems.

They must be committed to supporting Deaf and Deaf Blind communities, including opportunities to collect data from diversified groups such as Deaf *women, racial or ethnic minorities, First Nations, Inuit, and Métis peoples, persons with Disabilities, Francophones and 2SLGBTQI+ communities*.

Finally, the Project Coordinator will present the information in several formats:

1. A chart that identifies the current status of accessibility legislation with the what do to and where to go when examples when people feel discriminated against.
2. A written report that highlights the results of the surveys done of the deaf international and Canadian communities with the recommendations for employers, builders and government agencies on how to adapt their practices, policies and buildings to accommodate Deaf and Deaf Blind people who sign.
3. A workshop to be delivered to be presented to our Inclusive Design partners and professionals in accessibility and the built environment by March 2024.

## Job details

Updating the Executive Director and stakeholders on project progress, changes from original plans, and existing or emerging risks,

Coordinating the efforts of employees to ensure the completion of tasks,

Develop a timeline for the completion of each aspect of the project,

Monitor spending within approved project resources and recommend changes to stay within budget and on time. Capacity to develop alternate plans for completing a job if needed,

Leading teams in all aspects, creating team schedules and tasks lists,

Tracking project plan elements and making changes if needed, and

Setting goals and objectives for employees and developing processes to ensure their performance aligns.

## Qualifications

Three or more years of experience as a project leader preferably in a deaf-led or accessibility focused organization.

Post-secondary diploma or degree in business, management, or related communication field i.e. linguistics.

Excellent computer skills and familiarity with project management,

Proven ability to lead project meetings and lead teams to maintain high-quality work and measure project performance,

Excellent signing and written communication skills and strong awareness of deaf culture and communities. You can also benefit from strong knowledge of computer systems, hardware, and software and social media.

Leading and directing diverse teams of employees, and customers

*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 with compassion and respect.*

*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 lives of the communities we serve.*

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