



**POSITION TITLE:** Administrative Assistant (Remote)

**DURATION:** July 5 – August 27, 2021 (8 weeks – Canada Summer Jobs)

**HOURS OF WORK:** 35 hours per week

**SALARY:** \$14.25 per hour

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### **ORGANIZATION BACKGROUND**

The Ontario Deaf Foundation holds an annual calendar art contest and publishes the *Ontario Deaf Community Calendar*. As part of the International Week of the Deaf celebrations, the Foundation presents charitable, cultural, and educational events in the Greater Hamilton Area. The Foundation has also long supported the publication of the *High School Deaf & Hard of Hearing Graduate Information Kit*.

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### **POSITION SUMMARY**

As an Administrative Assistant, your role will be to assist the Board with digitalizing the documents and operations. The individual in this position will report to the Treasurer of the Board and is responsible for a number specific of tasks as outlined below under responsibilities.

### **RESPONSIBILITIES**

- Develop and maintain administrative tasks by organizing and filing documents and by converting and storing them in a digital format
- Inventory archived files and items belonging to the Foundation
- Design consistent format for documents such as policies, procedures, and accounting forms
- Respond to letter and online inquiries
- Make inquiries on behalf of the board of directors
- Create and maintain contact lists of organizations and individuals
- Plan, schedule, and organize meetings and appointments of the Foundation
- Assist in the preparation of ongoing financial and general reports

### **QUALIFICATIONS**

- Ability to communicate in American Sign Language and written English
  - Good organizational skills
  - Knowledge of Google Suite (Drive, Sheets, Docs, Slides, Forms, etc.)
  - Responsible, reliable, & flexible
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### **CANADA SUMMER JOBS REQUIREMENTS**

- Must be between 15 and 30 years of age at the start of employment
  - Must be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment
  - Must have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations
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**APPLICATION DEADLINE:** June 6, 2021

### **APPLICATION PROCESS:**

Please send resumes to [info@ontariodeaffoundation.com](mailto:info@ontariodeaffoundation.com) with the reference job title in the subject line and ensure contact name and email address are provided.