



POSITION TITLE: Public Relations Officer (Remote)

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

HOURS OF WORK: 35 hours per week

SALARY: \$14.25 per hour

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*.

POSITION SUMMARY

As a Public Relations Officer, your role will be assist the Board in developing a strategy to raise the Foundation's profile among stakeholders and in the community. 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, implement, and evaluate outreach and communications strategies and programs designed to inform the general public of initiatives of the Foundation
- Identify, contact, and solicit the potential donors and sponsorships as part of developing the donor base
- Develop and present a strategy to conduct public opinion and attitude surveys and identify interests and concerns of key groups served by the Foundation, and prepare and implement pilot surveys
- Research for potential grant opportunities for other related Deaf organizations in Ontario and prepare a presentation of the findings
- Prepare or oversee the preparation of reports, speeches, presentations, websites, and press releases
- Develop and present a strategy for organizing workshops, meetings, ceremonies, and other events for publicity, fundraising, and information purposes

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 with the reference job title in the subject line and ensure contact name and email address are provided.