



SUMMER STUDENT POSITION: INTERESTED?

Position: Project Administration Officer

Length of Position: 8 weeks

Possible Start Date: June 29, 2020

Rate of Pay: \$14.00/hr.

Status: Contract Position - 37.5 hours per week

Tasks and Responsibilities: The Project Administration Officer will assist the Canadian Hard of Hearing Association with the operational and administrative duties to support various events taking place at the organization.

The Project Assistant would work with the Manager; Communications, Events and Fundraising with the duties required to support various events that are taking place at the organization. Duties include but are not limited to:

- Support the registration process by taking registration, ensuring correct payment and documentation has been received, correspond with to be sure they have all the required information.
- Work with the Project team to ensure all necessary information has been included on the CHHA.ca website. Ensure website is kept current with evolving activities
- Report updates verbally and in written form to Manager

Qualifications:

- Student must be over the age of 16 years
- Is a Canadian Citizen
- Registered as a full-time student during the preceding academic year and intends to return to school on a full-time basis during the next academic year
- Demonstrated organizational skills and the ability to work independently
- Preferences would be provided to students who:
 - Having a hearing loss and/or identify as having a disability
 - Knowledge of hearing loss and/or disability issues
 - Computer literacy
 - Excellent reading/writing skills and working knowledge in both official languages

ABOUT CANADIAN HARD OF HEARING ASSOCIATION

The Canadian Hard of Hearing Association (CHHA) is the leading consumer advocacy organization representing the needs of the nearly 4-million Canadians living with hearing loss. With a network from coast-to-coast-to-coast, CHHA works cooperatively with professionals, service providers, governments, and others to provide life enhancing information, support, and advocacy.



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Established in 1982, CHHA has a global reputation in developing and delivering a wide range of initiatives that have challenged the status quo when working with people with hearing loss. We are sought after to provide comments and feedback on various policy initiatives, identify best practices, develop, and test technology, programs, and services. Our initiatives have advanced the quality of life for people living with hearing loss.

Work Environment:

Most direction and support to leaders is provided via electronic platforms. Many meetings require communication strategies, communication access support, and patience to effectively connect with those with hearing loss.

Hours of work:

The hours of work are from 9:00 am to 5:00 pm, Monday to Friday, though some flexibility is available.

CLOSING DATE: June 12, 2020 at 5 pm EDT

Email Resume To: gmosher@chha.ca

Subject Line: Competition #2020 Student {Name of Position}

Please email your resume as either a PDF or MS Word attachment. Remember to put the competition number in the subject line.

Thank you for your application.

In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), CHHA will provide accommodation, accessible formats and communication supports for the interview upon request.