



Job Posting

Watch this in ASL [here](#).

Title: Program Assistant
Location: Vancouver, BC
Position Status: Part-Time, 21 hours per week
Reports to: Acting Head of Counselling

ABOUT THE OPPORTUNITY

Position Summary:

The Program Assistant provides administrative support and assistance to the Counselling Department which provides a number of programs. Wavefront Centre wants you if you have well developed organizational skills and have or willing to obtain communication skills in both English and American Sign Language (ASL). You are a team player and able to function in bicultural, bilingual and cross-disciplinary environment. Reports directly to the Acting Head of Counselling.

Essential Duties and Responsibilities:

- Office management/filing systems knowledge
- Exceptional organizational and time management skills
- Advanced computer skills, including basic troubleshooting and database management
- Ability to shift priorities and manage client screening
- Knowledge of the Deaf, DeafBlind and Hard of Hearing community
- Proactive and be self-directed and possess excellent communication skills
- Provides general information regarding program services
- Process and produce financial invoices
- Assists with event/meeting management, responsible for staff supply needs

ABOUT YOU, THE CANDIDATE

Education and Experience:

High School Graduation and a minimum of 1 year of related practical and office experience. An equivalent combination of education and experience may be considered. Diploma or certificate in Business Administration is desirable.

Qualifications:

- Excellent interpersonal skills in person
- Ability to communicate effectively with Deaf, DeafBlind and Hard of Hearing individuals
- Ability to work as part of a team and independently with minimum supervision
- Proficient computer use in a networked MS Office Windows environment
- Successful candidates will be required to provide a current and satisfactory Criminal Reference Check and Vulnerable Sector Search
- Wavefront Centre for Communication Accessibility is a bilingual environment (ASL/English), fluency in American Sign Language is an asset, but not mandatory, for this position

ABOUT WAVEFRONT CENTRE FOR COMMUNICATION ACCESSIBILITY

Established in 1956 and trusted for over 64 years, **Wavefront Centre for Communication Accessibility** (operating name for Western Institute for the Deaf and Hard of Hearing) is a BC based, charitable non-profit organization. Wavefront Centre serves over 16,000 Deaf and Hard of Hearing clients each year by delivering innovative services in the areas of Audiology, Counselling, Seniors Outreach, Accessible Communication Services and Communication Devices to help clients achieve full communication accessibility.

Hours of work:

The typical hours of work are 8:30am to 4:30pm or 9:00am to 5:00pm, Monday to Friday. Incumbents may be asked to work overtime from time to time.

CLOSING DETAILS

Contact: Marco Chiaramonte, Acting head of Counselling

Email resume to: marco.chiaramonte@wavefrontcentre.ca

Please email your cover letter and resume as a PDF.

Application Deadline: The position will be filled as soon as a suitable candidate is identified.

Wavefront Centre for Communication Accessibility will provide accommodation, accessible formats and communication supports for the interview upon request. Wavefront Centre is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.