

JOB POSTING – 1 SUMMER POSITION

- START DATE:** June 3 – August 22, 2024 (12 weeks – start/finish dates can be negotiated)
- POSITION:** Admin/Executive Assistant
- LOCATION:** Durham Deaf Services, Oshawa
- SALARY AND HOURS:** \$16.55 per hour Monday – Thursday 8:00 am to 4:30 pm (32 hours)

CANADA SUMMER JOBS REQUIREMENTS:

- Be between 15 and 30 years of age at the start of employment.
- 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.
- 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.

POSITION SUMMARY:

Seeking an organized and detail-oriented Admin/Executive Assistant to streamline administrative processes and support executive activities. Responsibilities include managing essential documents, updating executive calendars, conducting research, and generating comprehensive reports as required. The Assistant will oversee both physical and digital document organization, manage incoming calls, and provide a welcoming environment for guests and visitors. Proficiency in computer operations and a knack for multitasking are crucial, alongside executing general clerical tasks such as photocopying, mailing, and filing. The ideal candidate will demonstrate efficiency, discretion, and a proactive attitude in addressing tasks.

RESPONSIBILITIES:

- Filing important documents, such as reports, meeting notes, emails, and letters
- Keeping the executive's calendar up-to-date, including adding events, rescheduling appointments and providing daily briefings
- Conducting research and creating reports on various topics based on the needs of the executive

- Keeping important information and documents organized physically, and electronically
- Answer the telephone, respond to basic inquiries, take messages
- Welcome guests, learners and volunteers, when necessary
- Assist with computers and software updates, perform general clerical duties to include but not limited to photocopying, mailing and filing
- Other duties as assigned

QUALIFICATIONS:

- Knowledge of American Sign Language (ASL) and Deaf Culture an asset
- Knowledge of Microsoft Office (Word, Excel, PowerPoint)
- Knowledge of Internet applications
- Excellent communication skills
- Non-judgmental, respectful, and positive attitude
- Knowledge of the non-profit sector is an asset
- Good organizational, interpersonal, time management, and communication skills
- Demonstrated maturity and ability to work independently
- Current criminal background check is required
- 18 years of age or older

LINE OF RESPONSIBILITY:

Report to the Interim Executive Director of Durham Deaf Services

SEND RESUME AND COVER LETTER VIA EMAIL TO:

Maggie Doherty-Gilbert
mohertygilbert@durhamdeaf.org

Application deadline: **open until the position is filled**

The selected candidates will be contacted for an interview. Please do not phone/email.

Durham Deaf Services is an equal-opportunity employer.