

JOB POSTING – 1 SUMMER POSITION

- START DATE:** June 3 – August 22, 2024 (12 weeks – start/finish dates can be negotiated)
- POSITION:** Communications Service Coordinator
- 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 JOB 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:

We are in search of a dynamic Communications Service Coordinator committed to enhancing the visibility and reputation of Durham Deaf Services (DDS). This role involves collaborating with a team to spearhead marketing and promotional activities, craft engaging resource materials using tools like Canva, and drive improvements to the DDS website. The Coordinator will actively manage social media platforms such as Facebook, LinkedIn, and Instagram to bolster DDS's image, devise a strategic social media plan, and promote special events. Additionally, responsibilities include facilitating website access for stakeholders and undertaking diverse tasks as required. The ideal candidate will possess a blend of creative flair, digital proficiency, and a passion for amplifying the mission of Durham Deaf Services.

RESPONSIBILITIES:

- Work as part of a team assisting with marketing and promotion of Durham Deaf Services.
- Develop resource materials, brochures, flyers, etc. using Canva.
- Work with staff on improvements to our DDS website.
- Update Facebook, LinkedIn, and Instagram promoting the overall image and reputation of

DDS.

- Assist in raising the profile and brand of Durham Deaf Services.
- Assist staff in creating a login for literacy students and board members on the DDS website.
- Assist in creating a social media strategy that supports DDS and marketing our brand.
- Assist in promoting special events.
- 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.
- Experience with WordPress preferred.
- Excellent communication skills.
- Non-judgmental, respectful, and positive attitude.
- Knowledge of the non-profit sector is an asset.
- Knowledge of Canva 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
mdohertygilbert@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.