



Job Posting

[Watch the ASL version here.](#)

Title: Project Officer
Location: Vancouver, BC (Mount Pleasant Office)
Position Status: Part-time, 10 hours per week
Reports to: Manager, Community Outreach Services

ABOUT THE OPPORTUNITY

Position Summary:

The project officer will work closely with our program coordinators, community members and organizations. Your position will have two components, the first being to provide emergency support information on how to be ready for inclement weather and use tools for staying cool during summer months to Deaf, DeafBlind and hard of hearing seniors. You will organize a workshop and organize the distribution of equipment

A second part of your role relates to providing food support to Deaf, DeafBlind and Hard of Hearing seniors. You will be responsible for organizing groceries, gift cards, setting up connections with food organizations such as meals on wheels, recruiting volunteers to deliver the food.

The Emergency Support project will go until August 2023 and the Food Support project will continue to March 2024.

Essential Duties and Responsibilities:

- Working with team members to keep records of selected participants for the program
- Recruiting volunteers to deliver food services and emergency equipment to seniors
- Training volunteers on how to assemble and use emergency equipment
- Scheduling and offering a workshop on emergency equipment and services
- Keeping up to date records of work performed
- Communicating with team members, including relaying briefs, connecting weekly tasks to larger goals, and providing context and support

ABOUT YOU, THE CANDIDATE

Qualifications:

- Wavefront Centre for Communication Accessibility is a bilingual environment, ASL/English, **fluency in American Sign Language (ASL) is beneficial for this position.**
- Willing to learn about Deaf, DeafBlind and Hard of Hearing barriers and communication needs
- Professional demeanor and ability to build rapport with community and service providers
- Experience working with diverse client populations including persons with disabilities; ability to serve clients across all socio-economic and cultural groups
- Excellent oral/ASL and written communication skills
- Knowledge experience of iPad platform and MS Office suite including Excel, Word, PowerPoint
- Able to work collaboratively with team members
- Must be self-motivated and flexibility with the ability to multitask, take initiative, work independently with minimal supervision and work effectively under pressure
- Strong organizational skills and attention to detail to meet tight deadlines
- Project evaluations – documentation, feedback, statistics, reports and meet deadlines
- Successful candidates will be required to provide a current and satisfactory Criminal Reference Check and Vulnerable Sector Search

ABOUT WAVEFRONT CENTRE FOR COMMUNICATION ACCESSIBILITY

Established in 1956, Wavefront Centre for Communication Accessibility is a BC based, charitable not-for-profit organization operating as a social enterprise. Wavefront Centre delivers innovative services in Audiology and Communication Devices, Employment Counselling, Seniors Outreach, DeafBlind Outreach Community Research and Accessible Communication Services that assist people who are Deaf, DeafBlind and Hard of Hearing achieve full communication accessibility.

Hours of work:

This role offers 10 hours of work per week. Scheduling to be arranged and agreed upon by the Manager, Community Outreach Services.

What we offer:

- Generous time off entitlement (Statutory holidays, vacation entitlement, sick + personal time)

Workplace safety:

In order to do all we can to ensure the safety of our staff and clients, Wavefront Centre for Communication Accessibility requires that everyone working within our organization be fully vaccinated (COVID-19) unless they have an exemption for accommodation pursuant to the BC Human Rights Code. Proof of vaccination status will be required.

Commitment to Equity, Diversity & Inclusion:

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.

Wavefront Centre for Communication Accessibility will provide accommodation, accessible formats and communication supports for interviews upon request.

CLOSING DETAILS

Email cover letter and resume to: careers@wavefrontcentre.ca

- Email your cover letter and resume as a PDF, as one document, along with a list of references and include the job title in the email subject field.
- Only short-listed candidates will be contacted for this role.

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