



## **Job Description**

**Link to Job Description in ASL:** <https://youtu.be/CKWpnlMrxEM>

**Title:** Communications Officer

**Location:** Vancouver, BC

**Position Status:** Temporary Full-Time, 35 hours per week

**Reports to:** Director, Communications & Fundraising

Wavefront Centre for Communication Accessibility is a non-profit organization and national leader in advancing communication access for people who are Deaf, DeafBlind, and Hard of Hearing. Since 1956, we have worked to remove barriers and create more inclusive communities through services, advocacy, research, and innovation.

As the Communications Officer, you will support marketing, communications, and outreach initiatives that raise awareness of accessibility solutions and services. This role offers hands-on experience in communications, market research, customer engagement, and community outreach while contributing to meaningful work that improves accessibility and inclusion. This position is ideal for a student or recent graduate interested in communications, marketing, business development, and community engagement.

## **Key Outcomes**

- Increase awareness of communication accessibility services and solutions.
- Support outreach and marketing initiatives that engage businesses, organizations, and community members.
- Conduct market research and identify opportunities for future growth and partnerships.
- Contribute to events, tradeshow, and community engagement activities.

## **Key Responsibilities**

### **Marketing and Communications Support**

- Conduct targeted communications, marketing, and promotional activities.
- Assist in developing and distributing marketing materials and communications content.
- Support outreach initiatives that raise awareness of communication accessibility.
- Help craft compelling messaging for campaigns, events, and community engagement activities.
- Maintain and update customer and stakeholder databases.
- Respond to inquiries and proactively engage with customers and community members.
- Inform businesses, organizations, and the public about accessibility solutions and development opportunities.

### **Research and Business Development Support**

- Conduct market research and gather information on industry trends and customer needs.
- Analyze collected data to identify new business opportunities.
- Assist with the development of future marketing and outreach plans.
- Conduct competitive research to better understand consumer behaviour and emerging market trends.
- Support the identification of opportunities for business and program growth.

## **Events and Community Engagement**

- Assist with the planning and execution of tradeshow, conferences, and community events.
- Represent Wavefront Centre at outreach activities and public engagement opportunities.
- Help promote accessibility awareness and community inclusion initiatives.

## **Qualifications and Skills**

The ideal candidate is currently enrolled in or recently graduated from a program in:

- Business Administration
- Marketing
- Communications
- Public Relations
- Or a related field

## **Desired Qualities**

- Outstanding written and verbal communication skills.
- Strong interpersonal and customer service abilities.
- Positive, professional, and customer-focused attitude.
- Self-motivated with the ability to work independently.
- Strong organizational and time-management skills.
- Ability to manage multiple priorities in a fast-paced environment.
- Comfortable learning new technologies, software, and communication tools.
- Adaptable and eager to learn new concepts and strategies.
- Interest in accessibility, inclusion, and community impact.
- Familiarity with Microsoft Office applications.
- Basic graphic design, social media, or content creation skills are considered an asset.
- Willingness to travel occasionally to attend tradeshow, conferences, and community events.

## **Compensation**

**Salary:** \$ 20.00 hourly / 35 hours per week

This position provides valuable hands-on experience in communications, marketing, community engagement, and accessibility initiatives while working alongside a collaborative and mission-driven team.

## **Commitment to Equity, Diversity, and Inclusion**

At Wavefront Centre, we believe accessibility begins with equity. We are committed to creating an inclusive and welcoming workplace that reflects the diversity of the communities we serve.

We encourage applications from people who are Deaf, DeafBlind, Hard of Hearing, persons with disabilities, and members of equity-deserving groups. Accommodations and accessible formats for interviews are available upon request.

## **How to Apply**

Please apply through the Government of Canada Job Bank posting:

<https://www.jobbank.gc.ca/jobsearch/jobpostingcsj/49584126?source=searchresults>

Only shortlisted candidates will be contacted.