



## **Employment Opportunity**

## **Program Assistant/Interpreter**

### **About Silent Voice:**

Silent Voice is the only non-profit, charitable organization in the GTA that provides community- and family-based support to Deaf infants, children, youth, and adults in American Sign Language (ASL). The Agency provides Deaf children and youth recreational, sports, and leadership programming otherwise not accessible to them; teaches American Sign Language (ASL) to families where there is a Deaf family member; runs the Sign Language Summer Program ASL day camp for Deaf children and their hearing siblings; reaches out to disadvantaged Deaf adults; provides essential services to those in need; provides settlement services; works in partnership to improve access to community services; and provides the ASL language development services of Ontario's Infant Hearing Program.

### **Opportunity:**

Silent Voice is currently seeking a full-time (35 hours/week) Program Assistant/Interpreter to work Monday to Friday with flexibility to work occasional evening and weekends. This position is a combination of administrative work at 28 hours per week and interpreting for the Community Programs at 7 hours per week with the exception of the summer months when this position will provide full-time support as an Administrative Assistant at our Sign Language Summer Program and KODA Camps. The incumbent will report to the Director of Community Programs and work on various services to Deaf adults who use ASL, and support the Community Programs team. The Community Programs include Settlement, General Support, Children and Youth Outreach, Sports Program, and Sign Language Summer Programs.

### ***The primary duties required for this position include, but are not limited to:***

- Provide administrative support to the Director, Community Programs;
- Interpret for Community Programs staff and clientele, team with other interpreters during conferences or longer meetings;
- Connect with service providers, and other stakeholders on an on-going basis, to determine current resources, programs, and available services for Deaf adults;
- Conduct evaluation tracking and tracking of client success, satisfaction, and impact measurements;
- Maintain overall management of client data, data entry into the client database, and ensure appropriate and confidential handling of client information and files;
- Coordinate with the Silent Voice Volunteer Coordinator for volunteers in program delivery;
- As a member of the Silent Voice team, provide back up support to the Office Coordinator; greet clients and direct them to the appropriate staff member; answer questions and forward messages;
- Plan and schedule meetings and appointments;

- Assist with the coordination of agency and community events, etc.;
- Assist with the maintenance of the corporate website;
- Assist with the maintenance of social media sites;
- Work flexible hours on occasion evenings and weekends;
- Perform other duties as assigned.

**Qualifications and Skills:**

- Graduate of ASL-English Interpreting Education Program
- Member of Canadian Association of Sign Language Interpreters/Provincial affiliate
- Experience working as an assistant is an asset
- Self-motivated, detail-oriented, energetic, and highly organized
- Team player and outstanding communication and interpersonal skills in ASL and English
- Ability to prioritize and handle multiple projects is essential
- Computer proficiency
- Meets project deadlines
- High standards of professionalism

**Compensation:**

Annual Salary with benefits and opportunity to participate in our pension plan.

Candidates are invited to indicate their interest in this position by sending a resume and cover letter **by Wednesday January 22<sup>nd</sup>, 2020 to Mike Cyr at [m.cyr@silentvoice.ca](mailto:m.cyr@silentvoice.ca)**

***We thank all applicants for their interest in Silent Voice. However, only candidates selected for an interview will be contacted. No telephone calls please.***