



<b>Job Title: Communications Specialist</b>	<b>Position Type: Full Time</b>
<b>Reports to: Director, Resource Development Services (RDS)</b>	<b>Standard Hours: 35 hours per week</b>
<b>Date: September 2022</b>	<b>Approved by: Executive Director</b>

### **Position overview**

The Communications Specialist reports to the Director, Resource Development Services (RDS) and is responsible for working with the RDS team on communications and scheduling of various projects for our agency and for our partners.

### **Job responsibilities**

- Develop social media posts and maintain social media activity
- Develop promotional materials for Silent Voice and for RDS
- Gather testimonials and sample materials from our partners
- Schedule filming dates with our hosts and coaches (copyeditors)
- Schedule meeting dates with our expert advisors and subject matter experts
- Support team members with project work as needed
- Assist the director with departmental operations
- Participate in team meetings, working meetings, agency-wide meetings and supervisory meetings
- Participate in meetings with our partners
- Operate in accordance with the policies, guidelines, and protocols of Silent Voice
- Perform other duties as assigned

### **Qualifications and skills**

- Strong ASL/English bilingual skills
- 2+ years of experience preferred.
- Knowledgeable and respectful of Deaf culture.
- Ability to use online technology to facilitate online activities.
- Willingness to learn new software and technologies.
- Experience working with multiple organizations/agencies.
- Excellent written and communications skills
- Excellent organizational skills
- Ability to work independently with minimal supervision
- Ability to conduct independent learning



- Presentation of an unbiased, empathetic attitude, cultural sensitivity, and commitment to anti-oppression
- Ability to manage multiple priorities and multitask
- Team player and experience working with diverse cultures and ethnicities
- Assessment and problem-solving skills
- Results oriented and self-starter
- Ability to work flexible hours is a requirement
- Strong interpersonal skills
- High standards of professionalism
- A satisfactory Criminal Record Check is required

#### **Working conditions**

- This position works out of a home office and at Silent Voice office as needed (where the filming studio is).
- This position works a standard 35-hour work week; however, occasional evening and overtime hours are required

**Application Deadline: October 7, 2022**

**Send cover letter and resume to Rose Etheridge at [r.etheridge@silentvoice.ca](mailto:r.etheridge@silentvoice.ca).**