



## Job Posting

[Watch the ASL version here.](#)

**Title:** Digital Literacy Project Officer  
**Location:** Vancouver, BC (Quebec Street Office)  
**Position Status:** Part-time, 7 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 to support the programs of the Department, including the Digitization Program. The Department includes Employment Services, DeafBlind Services, Better at Home Services, Digital Services and Special Projects.

#### Work Performed

##### **Client Services**

- Screening and intake of clients for digital literacy program
- Instructing and running workshops and activities related to digital literacy

##### **Administration**

- Communicate with team members about program activities
- Conduct project evaluations – documentation, feedback, statistics, reports, and meet deadlines, as required
- Keep weekly documentation, reports on feedback, statistics, as well as monthly reporting
- Assist with event or meeting management
- Other related duties as assigned

### ABOUT YOU, THE CANDIDATE

#### Qualifications

- One (1) year related practical and work experience
- Any related courses or technical training including understanding older adult needs and challenges
- Satisfactory completion of a criminal reference check with vulnerable populations
- Wavefront Centre is a bilingual environment (ASL/English); ***fluency in American Sign Language (ASL) is required for this position***

## **Skills & Knowledge**

- Computer and iPad skills, including basic troubleshooting, and knowledge of software
- Organized with excellent attention to detail and a demonstrated ability to organize work, set priorities, meet deadlines, provide follow-up and work under the pressure of time constraints
- Able to handle all aspects of program management from planning, implementation to evaluation
- Experience with multiple forms of virtual communication methods (FaceTime, email, telephone, fax, etc.)
- Strong written and interpersonal communication skills
- Ability to keep statistics of work undertaken
- Able to plan and organize events and meetings, and be an effective presenter
- Demonstrated sensitivity to working in a culturally and socio-economically diverse environment
- Able to communicate effectively and professionally with a range of people including: Deaf, DeafBlind and Hard of Hearing individuals as well as interpreters
- Knowledge of the needs and barriers experienced by people who are Deaf, DeafBlind and Hard of Hearing
- Able to work as part of a team and independently with minimum supervision
- Collaborative approach working with other members of the department and across the organization

## **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 Accessible Communications, Audiology and Communication Devices, Community Outreach and Community Research that assist people who are Deaf, DeafBlind and Hard of Hearing in achieving full communication accessibility.

**Compensation Range:** \$21.25 to \$23.75 per hour

### **Hours of Work**

The typical hours of work are between 9:00am to 5:00pm, Monday to Friday, **flexibility is required**. Incumbents may be asked to work evenings or weekends from time to 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, colour, 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](mailto:careers@wavefrontcentre.ca)

Please email your cover letter and resume as a PDF, along with a list of references and include the job title in the subject field.

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