



Job Posting

Position Available: ACSD ASL Administrative Assistant

Start Date: Sept 30, 2023

Hours: 5 hour/week (flex hours)

Pay Rate: \$17.00

Permanent

Deadline to apply: September 11, 2023

Position can be a mix of remote and in person

Job Description:

The ASL Administrative Assistant will provide support to the ASL Director in organizing and coordinating the provision of the ASL classes, One on One Instruction and Specialized training and workshops.

Reports to:

ACSD ASL Director

Main Responsibilities:

- Handle phone calls and emails
- Coordinate and set up class schedules and registration each term
- Book facilities such as equipment, classrooms, locations
- Respond to all inquiries and correspondence in consultation with the ASL Director
- Promote and advertise ASL Classes
- Complete all relevant paperwork such as: contracts, invoices, receipts, reports
- Update website as needed

Qualifications:

- Excellent time management
- Creative problem solving skills
- Good Interpersonal skills
- Good written communication skills
- Good organizational skills
- Experience with MS office programs, Google Drive, Zoom
- Good Knowledge and understanding of American Sign Languages and Deaf Culture
- Access to a computer and internet

All interested applicants should send their cover letter and resume to:

ACSD

#206, 11404 – 142 Street

Edmonton, Alberta T5M 1V1