

November 2016

**COORDINATOR – INTERPRETING, CAPTIONING
& ADMINISTRATION SERVICES**

Island Deaf and Hard of Hearing Centre (IDHHC), celebrating 25 years serving the geographic region of Vancouver Island and the Gulf Islands, is hiring for the position of

Coordinator – Interpreting & Administration Services.

IDHHC is the only non-profit specialized social service agency on Vancouver Island serving the needs of Deaf and hard of hearing communities.

With a team of professionals who are devoted to what we do, we hope to find a passionate individual to join our team and lead this important service area within our organization. We are looking for an individual that can provide leadership and who possesses:

- a commitment to best practices in the delivery of American Sign Language / Visual Language Interpreting and captioning services
- a thorough knowledge of Deaf community and sign language interpreting profession
- a desire to actively promote interpreting and captioning within the community
- excellent written and verbal communication and reporting skills
- the ability to screen, coordinate, schedule and dispatch qualified interpreters in an ethical manner
- drive to deliver on progressive service growth
- desire to stay current with new and innovative technology that will benefit end users

This is **full-time permanent position** with a competitive compensation package. Applications are currently being accepted and the competition will remain open until a successful candidate is found. Only those short listed will be contacted.

Please submit resume with cover letter to:

Executive Director, Island Deaf and Hard of Hearing Centre

#201-754 Broughton St, Victoria, BC V8W 1E1

or fax: (250) 592-8199 **or e-mail:** denise@idhhc.ca

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