

## SUMMER JOB POSTING

Join us in making communication accessible to all! Apply Today!

**Position:** Digital Accessibility & Operations Assistant

**Length of Position:** June 1, 2026 – July 31, 2026 (8 weeks)

**Start Date:** June 1, 2026

**Rate of Pay:** \$17.60/hr

**Status Seasonal:** 35 hours per week (non-benefited)

**Location:** Ontario, Ottawa, or option to work remotely.

### About The Canadian Hard of Hearing Association:

The Canadian Hard of Hearing Association (CHHA) stands as a beacon of hope and a source of strength for people with hearing loss across Canada. Established with a vision to create a barrier-free society, CHHA champions the rights, needs, and aspirations of those who live with hearing loss.

### About the role:

The student will support CHHA's mission of empowering Canadians with hearing loss by enhancing our digital and operational systems. Specifically, the student will update the website to improve accessibility for persons who are hard of hearing; optimize our Yapla membership and donation platform to enhance user experience and streamline interactions with our organization; and catalogue and reorganize our internal SharePoint system so that staff can work more efficiently and focus more on direct service rather than administrative burden. This role ensures that CHHA remains relevant, accessible and responsive in the digital age, leveraging youth skills to strengthen our operations and better serve our community.

### Tasks and responsibilities:

- Audit the CHHA website for accessibility and usability features (especially for persons who are hard of hearing), then update content, navigation and accessibility features.
- Work with the Yapla membership/registration/donations platform to optimize the account structure, streamline registration/payment flows, update content, develop member portal capabilities and enhance overall user experience for members with communication and educational material.
- Catalogue, reorganize and document CHHA's SharePoint file structure: review existing folders/files, create an improved taxonomy, implement standard naming conventions, migrate/reorganize files, and provide documentation/training for staff.

- Collaborate closely with CHHA staff and volunteers to gather input and feedback (especially from people who are hard of hearing) to ensure digital and operational systems reflect lived experience and accessibility needs.
- Participate in weekly check-in meetings, present progress updates, seek feedback, incorporate approved improvements, and prepare a final report/presentation at the end of the term summarizing outcomes, learnings and recommendations.

#### Qualifications:

- Youth must be between the ages of 15 and 30 years of age
- Legally entitled to work in Canada
- Registered for, or in last year of, post-secondary education program
- Demonstrated organizational skills and the ability to work independently
- An asset:
  - o Lived experience with a disability
  - o Having a hearing loss
  - o Knowledge of related hearing loss issues
  - o Excellent computer literacy
  - o Excellent reading/writing skills

#### How to apply:

Please send your resume by email to [humanresources@chha.ca](mailto:humanresources@chha.ca) – **Attention: National Executive Director**

**Subject Line Must Include:** Digital Accessibility & Operations Assistant

**In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), CHHA will provide accommodation, accessible formats and communication support for the interview upon request.**