



**HANDICAPPED ACTION
GROUP INC.**

Membership Development Intern (NOHFC Internship)

12 Month Full-Time Contract

Compensation: \$21.00 per hour/30 Hours per Week

- **If you are highly motivated, creative, energetic and looking to make a difference in communities, to improve the quality of life for persons with a disability and seniors, then we want you as part of our team! This one year paid internship, starting in early 2020 will assist HAGI with developing public education and membership with the organization.**
- HAGI's mandate is "to improve the quality of life for persons with a disability and seniors". Our website is www.hagi.ca HAGI's housing program is funded by rental income with the assistance of the Ontario Ministry of Health and Long Term Care. With this funding HAGI is able to provide 44 barrier-free units and expand options for those people who otherwise would be restricted to long term care facilities. HAGI hosts TV and community Bingo.
- HAGI actively promotes the rights, freedoms and responsibilities of persons with disabilities through barrier free housing, and awareness of social and physical barriers in the Thunder Bay area. This position's primary activity is public education about these barriers that prevent the full inclusion of persons with disabilities in Thunder Bay.
- This job will be ideal for a student wishing to gain experience in the not-for-profit sector impacting persons with disabilities. Reporting to one of the HAGI volunteer board members, you will work as part of a team, connecting by Internet and/or telephone with other team members. In this role, you will use and expand your knowledge of disability issues and your client service skills to further the work of HAGI.

WHAT ARE WE LOOKING FOR?

Disability Knowledge: you have knowledge of disability issues from a personal and/or academic perspective and you are interested in learning more. You have a working understanding of the needs of people with a broad range of disabilities that impact on vision, mobility, learning, development and psychological health.

Organizational Skills: you have the ability to organize your own schedule and set daily, weekly and monthly goals. You have experience managing a project and seeing it through to completion. You can demonstrate an ability to meet timelines.

Communication Skills: you can communicate effectively with other team members and HAGI Board members. You can represent HAGI positively with members, organizations and businesses. You are able to process written information received by e-mail. You have effective writing skills in order to communicate with people having a variety of disabilities.

Computer Skills: you are comfortable using e-mail and the Internet. You are familiar with Microsoft Office programs such as Word, Excel and Power Point. You know how to create a password for a document protection. You are comfortable posting documents on a webpage. You know how to apply accessibility best practices to webpages, Word, Excel, and PowerPoint or you are willing to learn.

Office Skills: you are able to establish and maintain records related to the hours worked by you, creating summary reports on a weekly, monthly, and summary basis. You are able to work general office hours that may be flexible in nature but are between the hours of 8 am to 5 pm, with occasional evening or weekend events. You are able to report for work at the office at 1201 Jasper Drive with regular predictable office hours.

The successful applicant must have graduated within the last three years from an accredited University or College in Business or any related field and has not worked full time in their field of study. In addition to excellent organizational, communication and computer skills, the applicant must be a team player who has an interest in working with the public.

Accommodation: HAGI is an equal opportunity employer and we will accommodate our student intern to the point of undue hardship. This position has been specifically designed for a person with a disability, including vision, mobility, hearing and/or speech disability. All persons are welcome to apply. Successful candidates will be offered accommodation required needed to perform successfully in the job.

How to Apply: Please submit your resume and cover letter to Mrs. B. Hupe, at bhupe@csinw.ca no later than Jan. 13, 2020 in a word.doc format. If you are called for an interview please be prepared to supply three business or education based references and proof of graduation. Should you wish to apply by fax please use 807 344 6140. Please add job id number of 2019-H-AD-02 in your subject line of your email or fax.

Done in Partnership with HAGI – CSINW is hosting this interview process and for questions please contact:

Barbara Hupe, Human Resources Manager, HRP
Community Services for Independence North West
1201 Jasper Drive
Thunder Bay, ON P7B 6R2
Fax (807) 344 6140

Place in the email or fax subject line: Job Id 2019-H-AD-02

Apply Soon, a great organization and career experience awaits you!

HAGI is committed to creating a diverse and inclusive environment and welcomes applications from all qualified individuals including women, members of visible minorities, aboriginal persons and persons with disabilities. Reasonable accommodations during the recruitment process will be provided in accordance with the Ontario Human Rights Code. Applicants may make accommodation requests when contacted for an interview. We thank all applicants; however only those considered for an interview will be contacted.

THIS OPPORTUNITY IS PROUDLY SUPPORTED BY:

