



HELP WANTED

General Office Assistant

The 2012 World Deaf Athletics Championships (WDAC) Organizing Committee is currently looking for a General Office Assistant who will be responsible for:

- Preparing business correspondences
- Responding to incoming inquires
- Initiating outgoing inquires when needed
- Preparing accreditations
- Putting together information and promotion packages
- General business research
- Helping with fundraisers, meetings, functions, etc.
- Taking minute in meetings
- Other general office duties as assigned

Start date: January 12, 2012
Duration: Four months contract with possible extension of two months
Hours: Full time (35 hours per week)
Minimum Starting Salary: \$16 per hour

If you would like more information, have any questions or are interested in this rewarding opportunity, please e-mail as via track@ontariodeafsports.on.ca by **Friday, January 6, 2011**.

ABOUT US

The 2012 WDAC will take place in Toronto (Ontario, Canada) from July 14 to 21, 2012.

Invited participants are 700 athletes from 98 countries. As of 30 September 2011 - 25 countries, 298 athletes and 170 officials registered and it is expected that more will register in the upcoming months.

This event is overseen by the International Committee of Sports for the Deaf (ICSD), which has been overseeing international sports competition for the deaf since 1924 and is recognized by the International Olympics Committee. The 2012 WDAC Organizing Committee is working closely with the Province of Ontario, the City of Toronto, Tourism Toronto, the University of Toronto, the Canadian Deaf Sports Association, the Ontario Deaf Sports Association and the ICSD to ensure the success of this blue ribbon international deaf sports event of 2012.

In addition to the competition, guests will enjoy the festivities and group tours we are planning.
