

Job Title	Electrical Design Specialist
Position Type	Full Time
Location	Victoria (onsite)
Hours	35
Start Date	April 1, 2025
End Date	March 31, 2026
Salary	\$65,000-\$75,000* (*with potential for new contract at end of term)
Reports to	Associate Director of Technology Development and Operations
Closing Date	March 16, 2025 *Applications will be reviewed on a rolling basis so please apply early
Application Instructions	See How to Apply section below Please note: Applications that don't include a cover letter, resume and portfolio will not be considered for an interview.

Who are we?

Welcome to CanAssist, where innovation meets impact!

Since 2008, we have been transforming the lives of individuals with cognitive and physical barriers. Our technologies and programs have earned recognition for their positive impact on thousands facing challenging conditions. At CanAssist, our diverse multidisciplinary expertise includes product design, development, policy, applied research, supported employment, and partnership development.

Beyond our expertise, we are a passionate community committed to creating a world where everyone can thrive and contribute.

What sets us apart?

Innovative Solutions: CanAssist, a university-based organization, pioneers technologies, programs, and services to enhance the quality of life for individuals with a broad range of physical and cognitive challenges across the age spectrum. Our programs and services address unmet needs, promoting independence, inclusion, and well-being.

Collaborative Spirit: We are a respected team that collaborates with UVic researchers, students, and external partners, fostering a diverse and inclusive work environment.

Our vision

At CanAssist, we envision a society where everyone has equal opportunities to participate, contribute, and achieve their full potential.

Learn more about what drives us: www.canassist.ca.

Join our team as an Electrical Design Specialist!

The Electrical Design Specialist is responsible for the development of assistive technologies aimed at enhancing the independence of individuals with disabilities.

This role encompasses the entire project lifecycle, including research of existing technologies, conceptualization, design, prototyping, testing, fabrication and final delivery of customized solutions. The specialist will manage multiple projects simultaneously, ensuring timely and budget-compliant delivery, while maintaining comprehensive documentation to support knowledge transfer and reproduction of technologies.

Successful applicants will have a passion for technology and making a societal impact, be quick learners, and be able to demonstrate relevant previous work experience in electronics product design and fabrication.

Your responsibilities

Project Management

- Lead and manage multiple concurrent projects from ideation to completion, adhering to defined scopes, budgets, and timelines.
- Assess potential project ideas, analyze client needs, and determine project requirements, feasibility, and approach.
- Conduct client visits and deliveries, which may involve moderate travel.
- Collaborate with clients' healthcare teams (e.g., occupational therapists, physical therapists) to achieve project objectives.
- Train clients in the use of new technologies and ensure devices meet their specific needs.

Design and Development:

- Conduct background research on existing technologies and conceptualize innovative solutions.
- Design, prototype, and test new technologies, focusing on circuit design, embedded firmware development, and PCB manufacturing assemblies.
- Utilize 3D CAD/CAM/PCB software to create working drawings and CNC code for manufacturing and small product runs.
- Plan and execute manufacturing and fabrication processes, managing part purchases and maintaining Bills of Materials (BOMs).

Documentation and Compliance:

- Create detailed user manuals and maintain up-to-date budget and time records.
- Organize and archive part and drawing files, recording important calculations and data related to projects.

- Ensure designs comply with relevant electrical codes, regulations, and engineering principles.

Team Leadership and Mentorship:

- Assist in the hiring processes of Co-op students and provide technical guidance and training.
- Supervise the work of 1-2 Co-op students, fostering development in technical abilities, critical thinking, problem-solving, and project management.
- Occasionally function as project lead on projects requiring multiple staff or Co-op involvement.

Community Engagement:

- Maintain effective relationships with all members of the team, providing ongoing, timely, and clear communication.
- Deliver tours, presentations, and informational sessions to prospective donors, students, and other stakeholders.
- Maintain the Light Assembly Room and complete additional duties as assigned.

Required qualifications and experience

- Undergraduate degree in Electrical or Computer Engineering, or a Technologist diploma with relevant experience.
- Class 5 driver's license
- The ability to travel to conduct offsite visits
- Excellent writing, speaking and presentation skills

Preferred qualifications (in addition to the above)

- Minimum of 3 years of documented experience in PCB design and manufacturing, analog and digital circuit design, and firmware development
- Min 3 years leading technical projects
- Master's degree in Electrical or Computer Engineering
- Demonstrated experience designing mechatronic systems.
- Demonstrated experience designing electronics and firmware for wireless radio systems.
- Proficient use of Altium Designer
- Knowledge of mechanical manufacturing methods
- Experience in fine pitch soldering and rework
- Comfortable working with multiple software languages and platforms.
- Broad understanding of various technologies across mechanical, electrical and software design disciplines.
- Knowledge of or experience in designing technology for people with disabilities
- Knowledge of and experience with software development best practices

Required soft skills/competencies

- Strong interpersonal and communication skills
- Creative and practical problem solving
- Collaboration and teamwork
- Adaptability and flexibility
- Organization and time management
- Relationship building
- Attention to detail
- Initiative and proactivity
- Empathy and cultural sensitivity

Perks

As part of our team, you'll not only find fulfilling work but also enjoy a range of perks designed to enhance your overall well-being. Our commitment to your success goes beyond the workplace. We offer the following perks:

- Casual work environment
- Paid vacation, in addition to time off coinciding with the UVic winter break
- Extended benefits after three months
- Ongoing coaching from direct supervisor

At CanAssist, we prioritize work-life balance and create a positive atmosphere where your contributions are valued and rewarded. Join us, and let's build a future together where both professional and personal growth are at the forefront of your CanAssist experience.

Diversity, equity and inclusion

At CanAssist, we are committed to fostering a barrier-free workplace, ensuring fair, equitable, and respectful treatment through the provision of necessary accommodations. This commitment aligns with the BC Human Rights Code to provide reasonable adjustments to participate in job application, interview process and to perform essential job functions once onboarded barring undue hardship for CanAssist.

Embracing the principles of equity, diversity, and inclusion, CanAssist operates as an entity of UVic, adhering to the University's Equity and Diversity Statement. Our unwavering commitment to these values drives us to actively seek team members who collaborate respectfully, embracing differences across various power levels. We encourage applications from individuals facing barriers to equity, reflecting our dedication to creating an inclusive environment. Explore UVic's comprehensive equity statement at [UVic Equity Statement](#).

How to apply

We value every applicant and embrace growth and teamwork. We appreciate potential and consider a mix of education and experience. If you believe you have the skills needed, even if you don't meet every qualification, share your perspective in your application. Let's connect to find a place for you, whether it's now or in the future.

It's important that interested candidates apply using the following steps:

1. Create a resume, cover letter, and portfolio or include link to portfolio
2. Save the file as one PDF document with the following naming convention:
"LastName_FirstName_Position.pdf"
3. Email the PDF document to canassistadmin@uvic.ca with Electrical Design Specialist in the SUBJECT line.

Portfolio Submission Guidelines:

- Samples can include but are not limited to images of products you have developed, schematic documents, code snippets or applications that are running, along with an explanation of your role on the project.
- If samples involve collaborative work, provide a clear explanation of your specific contribution

Once we receive your application, our team will carefully review it. If selected, you'll be invited to participate in a series of interviews. Additionally, top candidates may be asked to do a skills test.

We are excited to get to know you and, in the meantime, get to know us:

[About Us](https://www.canassist.ca/EN/main/about-us.html) [<https://www.canassist.ca/EN/main/about-us.html>]

[Facebook](https://www.facebook.com/CanAssist/) [<https://www.facebook.com/CanAssist/>]

[Instagram](https://www.instagram.com/canassistuvic/) [<https://www.instagram.com/canassistuvic/>]



We thank you for your interest, but we will only contact candidates selected for interviews.

If you have any questions or require accommodation during the application process, please contact canassistadmin@uvic.ca.