



**BCEdAccess**

## **JOB DESCRIPTION**

### **Database and Website Development Coordinator**

#### **Function:**

The Database and Website Development Coordinator will assist the Executive Director/Chair to improve the BCEdAccess website for greater accessibility and function, and create a grant application database to assist with future grant applications. They will also support the technical aspects of our September virtual advocacy conference event.

#### **Organizational Relationships:**

The Database and Website Development Coordinator reports to the Executive Director/Chair, and assists in supervising volunteers as needed.

#### **Organizational Background:**

Established in 2014 and incorporated in 2018, the BCEdAccess Society is an organization of families of children and youth with disabilities and complex learners. We champion and support children and youth who have disabilities and who are complex learners to reach their full potential in BC education, and in all aspects of their lives. This is achieved through supporting families, sharing information, providing education to families, allies, professionals, and students; providing community engagement and awareness, and other activities to promote equitable access to education and inclusion for all. We run a well-respected annual parent/guardian advocacy conference, bringing together families, self-advocates, educators, and allies of children and youth with disabilities. We also do research into the exclusion of students with disabilities from school and community, and other disability issues impacting children and youth. We advocate to local, provincial and federal governments on behalf of families to improve accessibility in all aspects of the lives of children and youth with disabilities.

**Duties and Responsibilities:**

The Database and Website Development Coordinator will gain hands-on, real-world experience supporting the planning, designing, re-branding, coding, copy writing, brand standards, and website usability and accessibility for a growing not-for-profit organization. They will also create a grants management database to manage the submission, administration, review and decision notifications of all grant applications. They will have the opportunity to participate in grant writing to test the function of the system and to assist with fundraising and development efforts.

This is an opportunity to have a hands-on role in the growth and structure of a grassroots organization that needs to become sustainable and to create digital strategies to help advance the non-profit's mission and promote volunteerism.

**Qualifications****Required:**

- Strong database and technical skills, including proficiency in MS Office 365 and Google Suite
- Web design/web master experience and/or training/skills (please provide work samples)
- Ability to juggle competing priorities while completing projects successfully
- Willing to learn; willing to share and document findings and knowledge
- Highly motivated, organized and detail-oriented
- Excellent communication skills both written and verbal
- Excellent problem solving skills and proactive researcher, creative and solution oriented
- Self-starter with proven ability to work independently and as part of a team
- Passion for and commitment to a more accessible internet and world

**Other Useful Skills and Experience:**

- Experience with fundraising
- Knowledge of WordPress is an asset
- Grant/blog/report writing skills
- Knowledge of education, disabilities, human rights, social justice
- Nonprofit experience
- Post-secondary studies in a related discipline

**Job Type:** Temporary, part time

**Hours:** part time, 20 hours per week

**Pay:** \$25.00 per hour

**Location:** This is a telecommuting position with regular check ins

**Anticipated Start Date:** August 17, 2020 with project completion no later than March 31, 2020

**How to apply:**

This position is made available through funding from the Government of Canada via the CFS Interns program. **Candidates must meet the following eligibility criteria:**

- Be between 15 and 30 years of age at the start of the employment;
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and,
- Be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations

Interested candidates are asked to forward their resume and cover letter **stating the job title in the subject line** to [tracy@bcedaccess.com](mailto:tracy@bcedaccess.com)

**BCEdAccess is committed to being an inclusive, equitable and accessible employer. We want everyone in our organization to feel valued and welcome. Pursuant to Section 42 of the BC Human Rights code, preference in this job posting will be given to persons with disabilities and Indigenous, Black and other Persons of Colour. Candidates from these groups who wish to qualify for preferential consideration must self-identify, and if you need accommodation in any or all aspects of the selection process, just let us know.**

While we appreciate all applications, we can only contact those individuals selected for interviews.