

JOB DESCRIPTION

Budget Analyst

Function:

The Budget Analyst will work as a member of the team to create methods and a plan for the organization to annually review both provincial and school district education budgets with a lens of equitable access to education for all students. The Budget Analyst will test the methods and plan, and may also help develop and review internal budgets where required.

Organizational Relationships:

The Budget Analyst reports to the Executive Director, and may also work with other staff and volunteers.

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 and provincial governments on behalf of families to improve accessibility in all aspects of the lives of children and youth with disabilities.

You can learn more about us on our website bcedaccess.com.

Duties and Responsibilities

During their 8 week term, the Budget Analyst will create methods and a plan for the organization to annually review both provincial and school district education budgets with a lens of equitable access to education for all students. The Budget Analyst will test the methods and plan, and may also help develop and review internal budgets where required. The end product for this term should be a step by step guide for the organization to use annually to make recommendations in order to help advocate for change.

This will require attention to the following:

- Provincial and school district law and policy specific to Education funding
- Provincial and school district education and accessibility policies
- Provincial obligations to the federal government and international agreements

Qualifications



Required:

- Demonstrated applied skills in Word, Excel, Powerpoint, Google Suite
- Comfort collaborating within a larger team
- Demonstrated understanding of budgets and budget processes
- Understanding of how to create standard operating procedures
- Ability to work remotely and unsupervised
- Possess excellent organizational and communication skills

Other Useful Skills and Experience:

- Experience with school district or other similar budgets is highly desirable
- Previous experience with advocacy for students with disabilities
- Lived-experience with BC schools
- Knowledge of education, disabilities, human rights, social justice
- Political science, marketing, business
- Skilled in writing (please provide a writing sample)
- Event planning/volunteering/nonprofit experience

Job Type: Contract, 8 week duration

Pay: \$20.20 per hour

Hours: 30 hours per week

Anticipated Start Date: May 9, 2022

Location: Supervised telecommuting (online)

How to apply

This position is made available through funding from the Government of Canada. Canada Summer Jobs is an initiative of the Youth Employment and Skills Strategy, which, “aims to provide flexible and holistic services to help all young Canadians develop the skills and gain paid work experience to successfully transition into the labour market”. To be eligible for a Summer Job position with BCEEAccess Society applicants must be between 15-30 years old.

BCEEAccess 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 candidates who are disabled, Indigenous, Black and People of Colour, LGBTQ2S+, or from other protected classes. 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. Self-identification information will be kept confidential to the hiring committee and discarded after the hiring process is complete.

Interested candidates are asked to forward their resume and cover letter stating the job title in the subject line to info@bcedaccess.com. You may also include a sample of writing or portfolio if you believe it is applicable.

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