

JOB DESCRIPTION

Remote Broadcast Coordinator

Function:

The Remote Broadcast Coordinator will help to develop protocols and procedures for remote broadcasting of our annual advocacy conference as well as other events through the year, and provide background live technical support to events as they occur.

Organizational Relationships:

The Remote Broadcast Coordinator reports to the Executive Director, and works with other staff and volunteers.

Organizational Background:

Established in 2014 and incorporated in 2018, the BEdAccess 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 Remote Broadcast Coordinator will work with the Executive Director and other staff and volunteers to plan for the broadcast of our fall advocacy conference event. They will develop protocols and procedures for future use at all online events and presentations around tech. They will also provide technical support in Zoom or other platforms at online events and presentations.

Tech hosting is akin to a **stage manager in theatre**: they're responsible for the smooth operation of the meeting so all participants can engage in the event. Our background in stage management is an asset when providing detailed and

well-planned tech hosting, not just *during* the meeting, but also in the planning *before* the event.

Duties will include:

- Collaborate with the team to plan the broadcast of our advocacy conference and prepare the run of show
- Help to develop protocols and procedures for all events
- Support during Zoom and other platform presentations, including setup, chat, breakout rooms, supporting presenters with slides, helping with technical challenges, post-meeting asset management
- Prepare support slides/videos for presenters, volunteers
- Run tech rehearsals

Qualifications

Required:

- Access to stable internet connection in your area
- Good understanding of Zoom and other remote meeting platforms
- Comfortable with and quick to learn new platforms and technologies
- Demonstrated skills in use and collaboration in Word, Excel, Powerpoint, Google Suite
- Comfort collaborating within a larger team
- Ability to work remotely and unsupervised
- Possess excellent organizational and communication skills

Other Useful Skills and Experience:

- Meeting facilitation, tech hosting
- 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
- Event planning/volunteering/nonprofit experience

Job Type: Contract, 8 week duration

Anticipated Start Date: May 14, 2022

Pay: \$16.20 per hour

Hours: 30 hours per week

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 BCEdAccess Society applicants must be between 15-30 years old.

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 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@bcdedaccess.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.