



BCEdAccess

JOB DESCRIPTION

Website Updater

Function:

The Website Updater will assist the Executive Director to update information and improve the BCEdAccess website for greater accessibility and function, They will also support updates to our Eventbrite listings and social media.

Organizational Relationships:

The Website Updater reports to the Executive Director, and works with other staff and 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.

You can learn more about us on our website at <https://bcdaccess.com/>

Duties and Responsibilities:

The Website Updater will gain hands-on, real-world experience supporting and executing work on the BCEdAccess Society website. Collect relevant information and post updates to our organization's website, from information on school districts to information on events we host, media and any other necessary updates. Similarly they will update our Eventbrite site and provide support around social media.

This is an opportunity to have a hands-on role in the growth and structure of a grassroots organization.

Qualifications

Required:

- Strong online collaboration skills, including proficiency in MS Office 365 and Google Suite
- Web design skills and experience, particularly WordPress /
- 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:

- Knowledge of HTML and other scripting languages, website protocols
- Grant/blog/report writing skills
- Knowledge of education, disabilities, human rights, social justice
- Nonprofit experience
- Post-secondary studies in a related discipline

Job Type: Contract, 8 week duration

Pay: \$18.20 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 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@bcdaccess.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.