



HR Officer - Accessibility

JOB SUMMARY

The Accessibility Coordinator will provide support to all Random Acts departments, staff and executives in ensuring that the organization is compliant in areas of accessibility and proactive in advocacy and inclusion.

RESPONSIBILITIES

- Provide support to Random Acts staff, including creation and implementation of an accessibility plan, projecting future needs and making recommendations to ensure that the organization is proactive in advocacy.
- Identify accessibility issues, needs, resources, and opportunities for accessibility planning relevant to Random Acts and the community.
- Ensure compliance with best practices regarding accessibility in web content.
- Provide support, expertise and ongoing education in disability related issues to staff.
- Perform other job-related tasks as directed.

DESIRED QUALIFICATIONS AND SKILLS

- The ability to view issues from a variety of perspectives, fostering teamwork and collaboration with a variety of individuals and groups.
- The ability to manage multiple tasks.
- Excellent organizational and communication skills, both written and verbal.
- The ability to develop solid working relationships between various departments and teams.
- Efficient and effective time management and project management experiences are essential.
- Familiarity with Web Content Accessibility Guidelines (WCAG) 2.0 preferred
- Experience in using and/or implementing assistive technology hardware and/or software such as screen readers, captioning systems, screen enhancement technology, EIT mobility devices, etc.
- Familiarity with Gmail and Google docs.
- Familiarity with the mission of Random Acts.