

## Internal/External

### Accessibility Coordinator (Permanent, Full-Time)

The Simon Fraser Student Society (SFSS) is a not-for-profit organization that represents all Undergraduate Students at the Simon Fraser University (SFU). The SFSS provides our members with a broad range of advocacy work, services, and events. The vision of the SFSS is students thriving everywhere and is realized through our support of students to reach their full potential- by providing resources and services that represent, connect and benefit our membership. One of the SFSS constituency groups is the [Disability & Neurodiversity Alliance \(DNA\)](#).

*The SFSS is committed to making a sustained effort in recruiting, nominating, and supporting skilled candidates who have a commitment to equality and justice, and we encourage applications from women, Black, Indigenous, and members of racialized communities, persons with disabilities, and members of LGBTQ+, cultural, religious and linguistic communities.*

**This is a full-time (35 hours/ week) permanent position and is included in the Canadian Union of Public Employees (CUPE) Local 3338-5 at a wage rate of \$30.72 per hour with additional benefits as defined in the Collective Agreement.**

**Goal:** The Accessibility Coordinator will work closely with both DNA and the Accessibility Committee to implement student projects, with help from the Accessibility Assistant. They will also oversee, coordinate and assist in the delivery of programs and services in the DNA Accessibility Centre.

**Working Relationship(s)/ Reporting Structure:** The Accessibility Coordinator reports to and takes direction from the President and Operations Organizer; Supervises, assigns and supports the work of the Accessibility Assistant; Works alongside other SFSS staff; Supports the SFSS Accessibility Committee in implementing their annual plan, and closely collaborates with the Disability and Neurodiversity Alliance (DNA).

**Context:** The SFSS is looking to support its disabled members and members with disabilities by improving accessibility on campus. With this in mind, we are hiring an Accessibility Coordinator to assist with disability advocacy on campus and to manage the Disability and Neurodiversity Alliance Accessibility Centre in the new Student Union Building.

The SFSS has its own Accessibility Committee, as well as a close relationship with the Disability and Neurodiversity Alliance (DNA). Both of these groups undertake projects to improve accessibility around campus, as well as advocate for disability justice. To this end, the SFSS has recently developed a new [Accessibility Policy](#), as well as a [Disability Justice Issues Policy](#).

These groups and policies help ensure that the SFSS is always acting in the best interests of its disabled members and members with disabilities. Throughout your role as Accessibility Coordinator, you will ensure that these working relationships are maintained, these policies are followed, and that the concerns of members are addressed.

*The SFSS shall not negatively discipline any Accessibility Centre staff member for any social or academic advocacy positions taken by the Disability and Neurodiversity Alliance (DNA), its members, the Accessibility Committee (AC), or its members. DNA, the AC and the Accessibility Coordinator hired shall be separate and distinct, however, DNA and the AC shall serve as the bodies that guide the types of services, resources, and advocacy support that is offered by the Accessibility Centre. This shall in no way preclude or prevent DNA from engaging in collective action, and engaging in social or academic advocacy as the DNA membership and Executives sees fit.*

## **Duties & Responsibilities**

- Regularly oversees accessibility audits of Society Space
- Work with users of the space to keep the Society Space functional, accessible and safe
- Liaise with maintenance to keep the space and Society Space functional, accessible and safe as a whole
- Support students who have accessibility concerns, unmet needs, or trouble accessing services on campus
- Approve accessibility department plans, initiatives and ideas
- Recruit, orient, train and allocate tasks to volunteers
- Supervise and work with the Accessibility Assistant
- Order and manage inventory within the space
- Help implement rules and guidelines for the space that are in line with SFSS policies
- Support DNA members with their goals and initiatives, including fielding consultation requests when asked
- Assist with meeting scheduling, room booking, catering and room set-up for meetings and events of DNA, in its space or in other locations
- Help implement Accessibility Committee Annual Plan and other relevant projects
- Manage and process some forms and administrative tasks
- May be required to attend and present at Accessibility Committee meetings
- Ensure proper representation on the Accessibility Committee at the beginning of each semester
- Serve as a point of contact for SFU's Centre for Accessible Learning (CAL)
- Kickstart outreach and promotion initiatives
- Ensure that the SFSS Accessibility Policy is followed throughout the organization
- Ensure that the Disability Justice Issues Policy is followed throughout the organization
- Work with DNA to prepare annual budgets for submission to the SFSS
- Work with Finance to develop budgets for the Accessibility Department
- Manage accounts with external organizations

- Perform duties in a mix of both virtual and physical spaces
- Other duties as assigned

### **Qualifications & Assets**

- Lived experience as a self-identified disabled person or person with disabilities
- Experience with disability advocacy work
- Experience with student advocacy work
- Understanding of theories of disability justice
- Organizational, analytical and problem-solving skills
- Training in interpersonal communication and conflict resolution
- Knowledge of current issues within disability communities
- Ability to work with people from diverse backgrounds
- Ability to work within broad parameters, competing deadlines/priorities, and with frequent interruptions
- Experience with university or student union policy work is an asset
- Proficiency or fluency in alternative forms of communication, such as American Sign Language (ASL) is an asset
- Mental Health First Aid is an asset

**Applicants must be available to work during regular office hours Monday to Friday.**

**Please send your documents as PDF files in [Collage](#). Applications must be received no later than 4:00 pm (PST) on November 26, 2021.**

**We thank all who apply, but only those candidates selected for interviews will be contacted.**

**Please Note:** The SFSS is an independently incorporated organization working within the SFU community. This position is not an SFU staff position. For more information about the SFSS, please visit our [website](#).