Job Description

Job Information

Job Title: Canadian Accessibility Network (CAN) Administrative & Communications Coordinator
Department: Accessibility Institute
Start Date: December 2023
End Date: August 2024 (with possibility for continued PT work)
Hours: Initially, looking for someone for part-time hours, approximately 17-20 hrs/wk with flexibility
Rate of Pay: $26.71/hr plus 4% vacation pay

Reporting to the CAN Program Manager, the Administrative and Communications Coordinator will provide administrative support to ensure efficient operation of the Canadian Accessibility Network (CAN), in collaboration with the Communications Officer, will coordinate program communications and events.

Responsibilities will include but not be limited to:

▪ Provide administrative support for all CAN meetings, including scheduling, booking accessibility supports, drafting meeting materials and meeting minutes, attending and providing technical support at meetings, communicating with meeting attendees, and accessibility support providers, as needed
▪ Assist with the recruitment of new CAN Collaborators and members of CAN Communities of Practice by conducting research on prospective collaborator organizations, communicating with and onboarding of new Collaborators and members
▪ Manage CAN membership database and update member information, as needed
▪ Support the CAN Program Manager by assisting with various projects related to the operation of CAN, including conducting research, tracking and collating data, drafting reports, editing documents, creating forms, file management
▪ Manage communication and meeting invitations via general CAN email account, as directed by CAN Manager
▪ Prepare bi-monthly CAN Newsletter, this includes collecting and compiling newsletter contributions, developing and editing content, arranging for translations, building and distributing Newsletter via MailChimp.
▪ Support CAN Program Manager in all aspects of event planning and delivery, compile information about speakers and topics, develop promotional content, manage event registration, arrange for accessibility supports and interpretation services, provide technical support, manage post-event communication
▪ Support implementation of communications plans, develop content for social media, update the content of current CAN website and support the development of new CAN website
Essential Qualifications:
- The ability to communicate (oral and written) in both French and English as the Network is Pan-Canadian and serves its members in both official languages
- Well organized, proactive and able to pay attention to detail
- Ability to move across multiple projects simultaneously, manage time effectively and accomplish delegated tasks within firm deadlines
- Strong written and oral communication skills in English
- Excellent customer service skills and an ability to work with diverse stakeholders
- Experience in digital communications, marketing and/or event planning
- Ability to work independently with little supervision
- Experience using Microsoft Windows - Word, Excel, PowerPoint and Outlook, Microsoft Teams and Zoom

Asset Qualifications:
- Lived experience with a disability (visible or non-visible) and/or living with or supporting someone with lived experience
- Interest in accessibility as it relates to Education & Training, Employment, Policy, or Research, Design & Innovation and desire to learn more
- Experience in delivering online events

Core Knowledge, Education and Experience
- Knowledge of office administration policies, procedures, and processes.
- Knowledge of office productivity software and databases, internet browsers and search engines, discipline-specific and enterprise software, and technology devices
- Requires excellent communication skills, problem-solving abilities, and be comfortable working in an office environment.
- Knowledge of accessibility, disability, and/or inclusion or a demonstrated commitment and determination to learn.

Education & Experience
- Completion of a bachelor’s degree or college diploma preferred
- Minimum of three years previous administrative experience with two years of project administration experience.

Working Environment
- Flexible work which includes both work in-office and remotely, as agreed upon

To Apply:
Submit resume along with a cover letter that highlights the skill set and experience you bring to this position to can@carleton.ca by Thursday, November 30th at 11:59pm.