

BCEdAccess Summer Jobs Positions - Apply now! Two conference coordinator positions available. Preference to #disabled and #Indigenous applicants, 15-30 yrs

May 17, 2020

Do you love the view from behind the curtain – the detailed and sustained work required to make something a success – organizing, following through and making sure it's the best it can be?

Are you gifted with visuals, social media and other types of communication?

Do you want to help make a difference in the lives of children and youth with disabilities?

The BCEdAccess Society, which exists to support parents and guardians of children and youth with disabilities in K-12 in British Columbia, is seeking two Conference Coordinators aged 15 to 30 through the Canada Summer Jobs program.

Supported by the Executive Director/Chair, the Conference Coordinators will assist in planning, executing and evaluating our annual advocacy conference. This year's conference will require additional creativity and coordination as it will be a remote event.

From budgeting to seeking sponsors to ensuring adequate technology and accessibility and more, you'll learn varied and useful skills.

**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 persons with disabilities and Indigenous applicants. 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.**

To apply, please email [tracy@bcdaccess.com](mailto:tracy@bcdaccess.com) with your resume and cover letter.



# BCEdAccess

## **JOB DESCRIPTION CONFERENCE COORDINATOR**

### **Function:**

The Conference Coordinator assists the Executive Director/Chair to organize all aspects of conferences and events for BCEdAccess, from planning the structure to booking venues and speakers to securing sponsors and other funding.

### **Organizational Relationships:**

The Conference Coordinator reports to the Executive Director/Chair, and assists in supervising conference volunteers as needed.

### **Organizational Background:**

Established in 2014 and incorporated in 2018, the BCEdAccess Society 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 and provincial government on behalf of families to improve accessibility in all aspects of the lives of children and youth with disabilities.

## **Duties and Responsibilities:**

The Conference Coordinator will assist in the planning and execution of our annual advocacy conference. This conference provides education and information to parents, guardians, self-advocates, educators and allies of children and youth with disabilities.

The Conference Coordinator will participate in and support all aspects of event/conference planning, management, and evaluation, including:

- Social media and email promotion
- Setup and management of all information using events software
- Managing speakers and presenters
- Correspondence with attendees
- Setting up the phone app for the event
- Seeking and managing sponsors and sponsorship agreements
- Booking and managing venue, catering, audio/visual
- Graphic design support/management
- Advertising and promotion
- Volunteer recruitment and supervision
- Develop standard operating procedures for future events
- Assist in other areas as necessary

## **Qualifications**

### **Required:**

Demonstrated applied skills in Word, Excel, Powerpoint, Google Suite

Social media knowledge and capabilities

Ability to work remotely and unsupervised

Possess excellent organizational and communication skills

### **Other Useful Skills and Experience:**

Demonstrated applied skills in Wordpress website maintenance

Experience with fundraising

Knowledge of education, disabilities, human rights, social justice

Political science, marketing, business

Event planning/volunteering/nonprofit experience

Communications/marketing/public relations experience

Graphic design experience and/or training/skills (please provide work samples)

**Hours:** 30 hours per week (part-time may be available if an accommodation is needed)

**Pay:** \$17.60 per hour

**Location:** This is a telecommuting position.

**Anticipated Start Date:** June 1, 2020