

## **We are hiring!**

### **Assistive Technology Coordinator**

The Learning Disabilities Association of Newfoundland and Labrador (LDANL) is hiring an Assistive Technology (AT) Coordinator, to be part of our Adult Literacy Support Team. The AT Coordinator is responsible for the AT services and the maintenance of the LDANL website and social media accounts. LDANL is a non-profit, charitable organization dedicated to the advancement of education, employment, and social development of people with Learning Disabilities (LD).

#### **Duties and responsibilities:**

- work as part of the LDANL Adult Literacy Support Team.
- coordinate the AT Training and Support program for adults with LD.
- provide face-to-face and virtual AT sessions to adults with LD in one-on-one and group settings.
- update AT equipment at LDANL and upgrade the AT booth.
- establish necessary partnerships and collaborations with community organizations.
- create promotional materials and promote the Adult Literacy Support project.
- update regularly and maintain the LDANL website and social media accounts.
- troubleshoot and provide various technical support.
- assist with the online delivery of programs.
- recruit, train, and coordinate volunteers.
- be responsible for service user registration and learner files.
- collect feedback from service users and partners for the evaluation of the program.
- work closely with the Project Management Team.
- prepare regular updates and reports.

#### **Skills and competencies:**

- awareness and knowledge of LD/ADHD.
- experience working in the not-for-profit sector and persons with LD preferred.
- up to date knowledge of and experience with AT for persons with LD.
- experience working with vulnerable populations and adults in one-on-one and group settings.
- university education in computer science or a related area is preferred.
- computer literacy (including HTML and CSS, programming languages and common office software).
- familiarity with Google Drive and virtual meeting platforms.
- self-motivated and capable of setting priorities and achieving strict targets and timelines.
- ability to work independently and as part of a team.
- organizational skills within a flexible work environment with some flexibility in hours of work.
- ability to prioritize and manage several milestones and projects efficiently.
- possess strong communication skills, attention to detail, and creativity.
- experience in preparing and facilitating presentations.
- being able to maintain workplace confidentiality.

Terms: 25 hours per week at \$17 per hour, up to 52 weeks.

**Closing Date November 10th, 2021**

*Send us your resume and a covering letter to be considered for this position: [aneesh@ldanl.ca](mailto:aneesh@ldanl.ca)*