



Posting Date: August 27, 2020

Bilingual Web Accessibility Compliance Assistant (Contract)

Status: Full-Time Contract Position: 35 hours/week

Contract Duration: Sept 14, 2020 – Nov 13, 2020 (potential to extend)

Location: Toronto, Ontario

Are you interested in web accessibility? In web content management? Do you want to work for an amazing cause at a successful national charity? If so, we'd love to hear from you!

About Us:

Cystic Fibrosis Canada (CF Canada) is a national charitable not-for-profit corporation established in 1960, and is one of the world's top three charitable organizations committed to finding a cure for cystic fibrosis (CF).

Our vision is a world without cystic fibrosis. We help all people living with cystic fibrosis by raising funds to support world-class research without regard to the researcher's locale. We support high quality individualized CF care in all areas of Canada and we promote public awareness of CF while advocating for access to drugs for all those who need them. CF Canada has invested more than \$244 million in leading research, innovation and care. As a result, Canadians with cystic fibrosis have one of the highest median survival rates in the world. CF Canada dedicates its efforts in four key areas: Healthcare, Research, Advocacy, and the Canadian CF Registry.

For additional information on Cystic Fibrosis Canada and our work to improve the lives of Canadians living with cystic fibrosis, and ultimately to find a cure for this devastating disease please visit www.cysticfibrosis.ca.

Overview:

As the Bilingual Web Accessibility Compliance Assistant, you will assist the Marketing and Communications team in bringing CF Canada's web properties into alignment with AA WCAG standards to meet the AODA compliance deadline of December 31, 2020. With guidance from our accessibility support vendor and marketing team, you will be responsible for making updates to content and pages across our portfolio of websites in both English and French. You will need a strong technical understanding of websites and web content management and must be familiar with navigating and making changes in the back-end of a website as well as file management experience. In this role you will report directly to the Director, Marketing with a dotted line to the Associate, Digital Marketing who oversees the websites. You will also provide assistance as required to the team.

Responsibilities:

- Responsible for making updates to content and pages across our portfolio of websites, including but not limited to:
 - adding alt-tags for all images on the website;
 - re-uploading all videos with transcriptions of spoken word;
 - changing PDF linked documents to be formatted for accessibility or to open as a webpage;
 - changing link text within content;
- Assist with liaising with our external vendor to understand best practices and implement techniques to improve website accessibility;
- Understand and use our accessibility platform to fix issues and pull weekly compliance progress reports;
- File management tasks as assigned;
- Coordinate with internal stakeholders to source content;
- Generate writing and transcription tasks as assigned;
- Perform other such duties as may be assigned by Director, Marketing

Qualifications & Skills:

- Relevant experience and knowledge of website content management or web administration;
- Must be familiar with website CMS such as Wordpress, with basic knowledge of HTML coding;
- Good understanding of web accessibility requirements;
- Knowledge of SEO is an asset;
- Knowledge of accessibility tools such as Siteimprove or others is a bonus;
- Excellent administrative, organization, and communication skills (written and oral);
- Excellent computer skills, including proficiency in Microsoft Word, Excel and PowerPoint;
- Effective time management skills and attention to detail;
- Ability to multi-task, work independently, take initiative, and prioritize work;
- Function as a member of a team and work cooperatively with other team members;
- Interest in gaining experience in the not-for-profit charity sector;
- Must be Bilingual (strong grasp of English and French)

How to Apply:

Please submit your resume and cover letter to hr@cysticfibrosis.ca. Please indicate “**Bilingual Web Accessibility Compliance Assistant**” in the subject line. *Note: All job postings will be open a minimum 5 business days from the date of posting.

Cystic Fibrosis Canada thanks all applicants in advance. Only those candidates selected for an interview will be contacted. Cystic Fibrosis Canada is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to culture, ethnicity, race, color, religion, beliefs, gender, gender identity or expression, sexual orientation, nation of origin, genetics, disability, age, or veteran status.

We will be happy to work with applicants requesting accommodation at all stages of the hiring process.

For additional information on our values (Excellence, Accountability, Caring & Teamwork), Cystic Fibrosis Canada and the courageous fight being waged against this disease, please visit www.cysticfibrosis.ca.