



Career Opportunity
This is not a Federal Position

We are currently accepting applications to fill the following vacancy:

Title of Position: Accessibility Program Coordinator, Access Smithsonian

Announcement Number: SITRUST-23-ODS0402

Number of Vacancies: 1

OPEN DATE: April 10, 2023
CLOSING DATE: April 28, 2023
SALARY RANGE: \$64,957 - \$84,441
POSITION TYPE: Trust Fund
APPOINTMENT TYPE: Indefinite
SCHEDULE: Full Time
DUTY LOCATION: Washington, DC

Position sensitivity and risk:
[Non-sensitive \(NS\)/Low Risk](#)

Open to all qualified applicants.

The Smithsonian Institution provides reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation should contact the Human Resources Specialist listed. Determinations on requests for reasonable accommodation will be made on a case-by-case basis. To learn more, please review the Smithsonian's [Accommodation Procedures](#)

The Smithsonian Institution is an **Equal Opportunity Employer**. We believe that a workforce comprising a variety of educational, cultural, and experiential backgrounds support and enhance our daily work life and contribute to the richness of our exhibitions and programs. See Smithsonian EEO program information: www.si.edu/oeema

KEY REQUIREMENTS

- Pass Pre-employment Background Check and Subsequent Background Investigation for position designated as low risk
- Complete a 1-year Probationary Period
- Maintain a Bank Account for Direct Deposit/Electronic Transfer
- Authorized to work in the U.S. without sponsorship

Conditions of Employment

- **COVID-19 VACCINATION REQUIREMENTS: For the latest information on the COVID-19 vaccination requirements and its impact on your application, click on Smithsonian Institution's [Frequently Asked Questions](#).**

OVERVIEW:

The Smithsonian Institution (SI) is a diverse museum and research complex dedicated to the increase and diffusion of knowledge. The Smithsonian's many buildings, interior spaces, exhibits, and program materials must be accessible to the widest range of visitors and users possible. Twenty-first century demographics make clear there is an enhanced need for physical and digital accessibility, as demonstrated by global aging and recent CDC data showing that one in four adults in America lives with a disability. Access Smithsonian (AS) is committed to ensuring that the principles of inclusive design inform all aspects of the Smithsonian's interaction with its visitors – in-person and virtual – including Smithsonian:

- Facilities
- Exhibitions
- Public programs and events
- Web-based media
- Print media

Information about the role:

Access Smithsonian is currently seeking an Accessibility Program Coordinator. This position coordinates AS community outreach and external communications. Periodic travel is required.

KEY RESPONSIBILITIES INCLUDE:

Outreach and Community Building

- Coordinates AS external community outreach efforts for public program participant recruitment and for establishing new collaborations/partnerships with disability organizations and individuals.
- Tailors outreach to meet the needs of the disability community through clear and concise communication. Facilitates respectful, open exchange of ideas.
- Develops concepts and strategies to clearly introduce and explain AS programs and policies.
- Research current trends in effective design and resources for people with disabilities.
- Establishes current and long-range plans and goals for improving the overall delivery of targeted program outreach services.
- Develops action plans for diversifying program audiences.
- Creates and maintains database of program participants, community stakeholders and disability advocacy groups.
- Represents AS at webinars, conferences, and community events.
- Fosters sustainable relationships with the disability community.
- Identifies and nurtures key liaisons within specific communities.
- Develops collaborations with disability organizations and advocacy organizations to facilitate the collection of technical and program information and delivery of outreach.
- Keeps SI's Office of Communication and External Affairs abreast of outreach efforts and seeks guidance on potential collaborations.

Communication and Marketing Strategies and Materials

- Collaborate to develop the approach, timelines and general framework for AS external communication and marketing needs.
- Clearly defines messages, target audiences, types, and modes of communication.
- Works with the Program Manager to assess communication and marketing needs for AS signature programs, webinars, and lectures.
- Updates existing AS program marketing materials.
- Prepares new materials and products, including but not limited to fact sheets, flyers, PowerPoint presentations,

brochures, talking points, newsletters, blogs, etc. that effectively communicate AS goals to a variety of public and internal audiences.

- Distributes materials widely to increase participation for all AS programs.
- Ensures all AS branded materials, both print and electronic, are fully accessible.
- Research various sources of pertinent information on current priorities for the disability communities and accessibility in museums.
- Helps to evaluate information and determine its relevance and suitability for AS communications.
- Manages AS's CRM or other technology/software related to customer & stakeholder engagement.
- Remains abreast of SI-wide recommendations related to digital transformation, audience engagement, and technology resources.

Website Updates

- Maintains the Access Smithsonian websites (external and internal) and the Head Diversity Officer's (HDO) website by making both time-sensitive and scheduled, periodic updates.
- Promotes SI policy on web accessibility standards.
- Performs routine scans to ensure all web content is functional and accessible.
- Uploads new resources and materials to the public site as they become available.
- Works with Office of the HDO and Access Smithsonian staff to remain abreast of upcoming events and ensures they are posted properly.
- Works with the Office of the Chief Information Officer to correct or repair system errors.

Administration

- Attends staff meetings and external webinars/programs to remain aware of the latest developments and recommendations related to disability and accessibility in museums.
- Supports AS leadership, which includes diversity, equity, access, and inclusion in outreach efforts. Coordinates access service requests from visitors or other community stakeholders and works with SI staff to ensure requests are fulfilled.
- Monitors AS' resource email account and central telephone number.
- Responds to visitor inquiries via email and phone.
- Assists with procurement activities.

Requirements and Qualifications:

To qualify for this position there is no substituting specialized education for specialized experience at this grade level.

Knowledge and experience required for this role include but are not limited to:

- Ability to develop and adapt written materials for dissemination through a variety of media and to choose and effectively use the most appropriate means for transmitting information and evaluating the effectiveness of the plans developed to communicate with targeted audiences.
- Ability to clearly, succinctly, and convincingly express facts and ideas both in writing and orally.
- Skill and knowledge to develop innovative written communication materials such as news releases, feature stories, fact sheets and presentations that effectively transmit information about AS programs and activities.
- Knowledge of Microsoft Office, Zoom, Teams, Adobe, Drupal 9, CRMS (e.g., Salesforce, MailChimp), Eventbrite and other software platforms used for AS communications resources.
- Ability to perform basic graphic design functions.
- Skill in acquiring new information regarding common accessibility programs, regulations, and challenges.

Work Environment

Work is performed in an office setting. The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meetings and training rooms, libraries, residences, or commercial

vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals. The work area is adequately lighted, heated, and ventilated.

Please note:

The Smithsonian Institution values and seeks a diverse workforce. Join us in "Inspiring Generations through Knowledge and Discovery." Any false statement in your application may result in your application being rejected and may also result in termination after employment begins.

Applicants, who wish to qualify based on education completed outside the United States, must be deemed equivalent to higher education programs of U.S. Institutions by an organization that specializes in the interpretation of foreign educational credentials. This documentation is the responsibility of the applicant and should be included as part of your application package.

To Apply:

Please forward a resume, and cover letter to:	Ashley Grady Senior Program Specialist, Access Smithsonian GradyA@si.edu Please include the position title: <u>Accessibility Program Coordinator</u> in the subject line.
Applications received on or before Friday, April 28, 2023, at 5:00pm (EST) will be considered. Resumes should include a description of your paid and non-paid work experience that is related to this job; starting and ending dates of job (month and year); and average number of hours worked per week. Once the vacancy announcement closes, we will review your experience and credentials to determine if there is a match against the requirements of this open position. What to expect next: After our review of applicants is completed, qualified candidates' résumés will be referred to the hiring manager.	

What are Trust Positions?

Trust Fund positions are unique to the Smithsonian. They are paid from a variety of sources, including the Smithsonian endowment, revenue from our business activities, donations, and grants and contracts. Trust employees are not part of the civil service, nor does trust fund employment lead to Federal status. The salary ranges for trust positions are generally the same as for federal positions and in many cases trust and federal employees work side by side. Trust employees have their own benefit program which is similar to the federal benefit program. On job announcements, trust jobs are designated with the pay plans IS, HG, IL or AE. Federal jobs are designated with pay plans GS, WG or SL.

Relocation expenses are not paid.

The Smithsonian values employee wellness, work-life balance and offers several exceptional benefits to its employees. To review our Benefit programs please click the link: <https://www.si.edu/ohr/benefits>