



CiTR 101.9 FM & Discorder Magazine

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CiTR is hiring an Accessibility Policy Development Assistant

CiTR 101.9 FM is the broadcasting voice of the University of British Columbia, beginning as a student club in 1937, and gaining not-for-profit status and a place on the FM dial in 1982. Run by the Student Radio Society of UBC, CiTR offers students and community members broadcast training and access to the airwaves.

CiTR & *Discorder* has received funding through UBC's Equity Enhancement Fund to develop an Accessibility Policy for CiTR & *Discorder's* members and leadership, a Disabilities Language Guide for media creators, and a Venue Accessibility Resource. The Accessibility Policy Development Assistant would work with the Volunteer Manager to ensure that CiTR & *Discorder* has the infrastructure to most effectively benefit our diverse membership and community.

Tasks and Responsibilities

- Support the work of the Accessibility Committee writing policies and documents for a number of key strategic pieces of work. This role will also involve developing and documenting the continuous improvement work of the team.
- Facilitating the creation of a Disability Language Guide cataloging terms, background, and recommendations for inclusive language around disability with a focus on media coverage.
- Facilitating the creation of a Venue Accessibility Resource cataloging accessibility information (i.e., dimensions, bus routes, parking availability) for local venues and event organizers.
- Sitting on CiTR's Accessibility Committee, and assisting with committee initiatives.
- Identify and pursue opportunities to help influence policy development.
- Coordinating rounds of community feedback on policy drafts.
- Coordinating with on- and off- campus groups to share the policy and resources developed.

Job Requirements

The ideal candidate will be motivated, creative and organized, with excellent communication skills. The candidate will have demonstrated commitment to accessibility and equity issues. An understanding of risk and strong report writing skills are an asset. The candidate will have an understanding of what policy is and how it can be used to influence organizational planning. Proven ability to work with diverse communities is an asset. Training is provided.

Terms of Employment

Hours: 5-7 hours per week, for a total of 200 hours.

Wage: \$15/hour.

Start date: October 2019 *End date:* April 2020.

The Student Radio Society of UBC is an equal opportunity employer that encourages applicants from underrepresented groups. This position is funded by UBC's Equity Enhancement Fund. To be eligible, candidates must be registered in courses at UBC in winter and spring terms, and have a valid UBC student number.

To apply, send a resume and cover letter to Ana Rose at stationmanager@citr.ca.

Deadline for applications is Thursday, September 26, 2019.