



The Ability Center

Digital Resource Specialist

Posting Date: 10/08/2020

The Ability Center (ACT) is a non-profit Center for Independent Living serving seven counties in NW Ohio. With the assistance of competent, professional staff, and the support of volunteers, ACT works for the rights and concerns of people living with disabilities on local, state, regional, and national levels. ACT is an equal opportunity employer that strongly encourages minorities and people with disabilities to apply for all open positions. We offer competitive pay and access to a comprehensive benefit package.

Position Summary:

The Digital Resource Specialist is responsible for creating, producing, maintaining, and organizing high-quality digital resources to provide our partners with the tools necessary to become the most disability friendly community in the country. The specialist will be responsible for shaping the visual aspects of the agency website and creating content for all programming and training presentations. This position involves close collaboration with associates throughout the organization to ensure that educational solutions and program content is accessible, accurate, comprehensive, and applicable to the strategic goals of the organization.

Main Essential Functions:

- Design digital training materials, such as virtual classrooms, training videos, presentations and multi-media training guides for Disability Awareness Trainings and other program training initiatives.
- Create and update training materials, such as video, interactive PDFs, training guides, toolkits, and job aids.
- Continuously improve training and website content by using methods and technology that will increase engagement, quality, and effectiveness.
- Lead virtual training projects, including the coordination, scheduling, planning and preparation of content. Responsible for setting up webinars and Zoom trainings as required.
- Will ensure the Disability Friendly Toolkit is current on website.
- Will be responsible for the Disability Friendly Database by ensuring resources and best practices are updated.
- Employee is responsible for the creation, production, and management of a wide range of audiovisual products, digital illustrations, audio presentations, photographic media, and video content for the website.
- Creates and maintains website aesthetics, according to branding guidelines.
- Responsible for processing all web submissions in a timely manner.
- Will ensure that the website adheres to ADA website compliance guidelines.
- Conceptualize and implement digital designs and solutions that align with marketing strategies.
- Consults with Director of Strategic Engagement and Public Relations Manager as needed on projects.
- Meet all deadlines with an excellent finished product.
- Will use the Salesforce database system as a resource to review partnership levels.
- Track and analyze all training usage by community partners, providers, agencies, and consumers.
- Monitors analytics, reviews website statistics, and reports results to Director.
- Will research best practices and become a local authority on internal web/digital accessibility.

Qualifications:

Experience, Education, and Licensure: B.S./BA in Design, Graphic Arts, Multi-Media, Communications, Technology, or sufficient and transferable experience to demonstrate equivalence. Minimum of 4 years of multi-media production, design, or related experience. At least 3 years of professional experience in web strategy, user experience design, content management, digital deployment, and experience building and maintaining websites. This position requires advanced computer and design experience with the ability to produce high-quality video streaming, virtual training materials, and audio training. Experience with photography and/or interest in developing related skills. Experience with Photoshop preferred.



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Knowledge, Skills, and Abilities: Must be proficient in Microsoft Office Suite and working knowledge of graphic design software on a Mac and PC. Proven graphic design skills with ability to implement visual identity on digital platforms. Working knowledge of Adobe Creative Suite, HTML 5, CSS, and WordPress. Excellent verbal/written communication skills, including strong presentation experience. Ability to convey information clearly, and work on a highly collaborative team to execute team goals. Must have an exceptional attention to detail and commitment to excellence in work. Professional demeanor and customer service mindset. Must have good time management skills and be able to adapt to a changing environment.

Physical Demands: The physical demands described within this job description must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The person in this position will need to remain stationary for periods of time working at a desk; will need to occasionally move about inside the office to access office supplies, file cabinets, office desk, computer, etc. The employee will operate a computer, copier, and printer. The employee may have to move office and event items/equipment weighing up to 25 pounds. The employee will frequently move from one office space to another and occasionally from one building to another. The person in this position frequently communicates with others; converse, convey, and exchange accurate information. The position will occasionally require the employee to operate a personal and company owned vehicle, meet with individuals outside the regular work location, and work at venues outside the regular work location.

Work Environment: The work environment described within this job description will be encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is frequently indoors, outdoors and moving from one worksite to another. At times, this position will require extended work hours. The noise level in the work environment is considered low.

All candidates must pass an FBI/BCII background check and drug screen if position is offered.

Please submit resumes with cover letter to: hr@abilitycenter.org or fax to 419-885-5005