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**COMMUNICATIONS AND ACCESSIBILITY EDITOR**

# WHO IS AMERICAN PRINTING HOUSE FOR THE BLIND?

Since 1858, the American Printing House for the Blind has operated in Louisville, Kentucky as the world’s largest nonprofit organization creating accessible learning experiences through educational, workplace, and independent living products and services for people who are blind and low vision.

There’s no other place like it.  Creating things that make a real difference in people’s lives is what we do.

**Mission:** A world leader in empowering people who are blind or low vision by providing accessible and innovative products, materials, and services for lifelong success.

**ABIDE:** Here at the American Printing House for the Blind, we live by the motto, “Welcome Everyone”.  Many modern organizations value diversity and inclusion: we choose to go further, understanding that more must be done to foster a sense of belonging in our institution.  To that end, we are committed to advancing accessibility and belonging, as well as inclusion, diversity, and equity in all aspects of our workspace, and to enriching our company with our distinct life experiences.

# POSITION OVERVIEW

Reporting to the Director of Communications and Consumer Engagement, the Communications Accessibility Editor works to ensure that all communication produced by American Printing House for the Blind (APH) is accessible and/or available in alternate formats, specifically braille. The Communications Accessibility Editor reviews and adapts public facing websites, brochures, videos, textbooks, e-books, posters, social media, flyers, exhibit giveaways, sales materials, and more. They assure that our company is delivering on its brand promise that APH eliminates barriers to learning and is creating a future that belongs to everyone.

# MAJOR DUTIES AND RESPONSIBILITIES

* Review websites and website store for accessibility. Check all new website updates for accessibility. Work with the Accessible Web Developer and IT to troubleshoot web accessibility technical issues. Provide quarterly reports on regular website reviews.
* Review and approve all APH videos and podcasts for accuracy, effectiveness, and accessibility, in particular the quality of closed captions and audio description. Provide transcription support as needed. Proofread and edit transcriptions. When needed, convene a group of reviewers for feedback on video/audio portions of accessible descriptions.
* Produce and emboss braille versions of print materials being produced in the communications and creative departments, including brochures, news releases, and reports. Proofread braille materials and products.
* Assure that all APH communication materials are readable for people with blindness or low vision. When necessary, convene a group of people with blindness and various low vision disabilities for accurate feedback.
* Test the accuracy of draft accessible PDFs and forms being produced in the communications and creative departments prior to public launch.
* Prepare accessible flash drives for conferences.
* Work with marketing/sales/communications/creative team to develop, maintain, update, and adhere to APH accessible communication standards specific to their industry, including standards for video description, low vision print, alt-text descriptions, tactile graphic creation, accessible social media standards, etc.
* Remain current of the changing accessibility landscape. Keep team members informed of new technologies and software that impacts their work.
* Arrange for three annual department trainings on issues of accessible communications, inviting guest speakers on topics related to marketing, communications, and creative services.
* Serve on the APH Accessibility Committee and assist our DEI department, ABIDE (Accessibility, Belonging, Inclusion, Diversity, Equity), in ensuring its direction is consistent with APH’s accessibility philosophy.
* Test department software systems routine updates (Salesforce, FunctionFox, MailChimp) for accessibility, and work cooperatively with the vendor to troubleshoot issues as needed.
* Work with APH’s Talking Books Studios to produce alternate audio formats of print materials, such as lengthy reports, as needed.
* As needed, serve on beta testing teams for APH software and hardware products.
* Test drafts and prototypes of tactile graphics, providing feedback for improvements.
* As needed, work with the Accessible Textbooks and Tests Department to review accessibility of assessments.
* As needed, verify the accessibility of textbooks and e-books, testing on various e-readers.

# EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS

* College degree and 3-5 years combined experience in accessibility and marketing/communications.
* Experience and understanding of WCAG 2.0.
* 3-5 years' experience working with assistive technology for accessibility testing (JAWS, NVDA, VoiceOver (OSX & iOS) and Android Talkback).
* Understanding of e-reader accessibility functions – iBook, Kindle, Nook, and ePUB5 and Mobi formats.
* Strong understanding of global accessibility laws and standards such as WCAG 2.0, Section 508, W3C, ADA.
* Certified Braille Transcriber or working toward such certification.
* Strong Microsoft Office skills.
* Ability to manage multiple projects at once. High attention to detail. Team player with strong problem-solving skills.

# COMPENSATION AND BENEFITS

$44,000 – $54,250 | Salary is negotiable dependent upon experience.

Benefits include but are not limited to:

* Accessible, Diverse, and Inclusive Workforce
* Health Insurance covered at 80% for employees – plans include family planning benefits
* HSA Plan and FSA Plan – both include company contribution!
* Competitive Dental and Vision Plans
* Health and Well-being initiatives
* 401(k) Plans with company match and immediate vesting
* Company provided Short Term Disability
* Basic Life Insurance at no cost to employees
* Voluntary Life Insurance with Accidental Death and Disability
* 4 weeks PTO
* 11 Paid Holidays
* Educational Assistance and Professional Development Opportunities
* Optional Hybrid Work Schedule
* Voluntary Pet Insurance

# HOW TO APPLY

**To apply:** [click here](https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=116886&clientkey=37466F7380F198CC901A032728F0ABA7). If you have trouble accessing the application through Paycom, please contact Ryan Ward at [rward@aph.org](mailto:rward@aph.org).

***APH IS A DRUG FREE WORKPLACE. An offer of employment is conditioned upon successfully passing a drug screening test.***

All qualified applicants will receive consideration for employment without regard to race, color, ethnicity, national origin, place of birth, religion, sex, sexual orientation, gender identity, age, disability or protected veteran status.

***EOE/AA/M/F/Vet/Disability Employer***