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LIGHTHOUSE JOB ANNOUNCEMENT

POSITION: Access Technology Specialist

REPORTS TO: Director, Access Technology

Arial

APPLICATION DEADLINE: Open Until Filled

LightHouse for the Blind and Visually Impaired, headquartered in downtown San Francisco, is looking for an Access Technology Specialist (ATS), to work in our Access Technology Department.

Do you enjoy behind-the-scenes work that helps visionary executives at a remarkable organization invent its future? Are you attracted to work which helps thousands of people with disabilities in the bay area and beyond? The LightHouse for the Blind in San Francisco is looking for an Access Technology Specialist to support the Access Technology Team as our 117-year-old nonprofit grows.

The Access Technology Specialist is responsible for providing technology assessments and training to blind and visually impaired students both one on one and in group workshops. Specialists work with each student to define learning goals, present material in a clear and comprehensive manner, and document instruction in the Lighthouse database. Specialists stay current on the latest access technology, and the accessibility of mainstream apps, to provide high quality assessments to students. Specialists work on Lighthouse consulting projects in the areas of accessible design and user research.

This position may be for you if:

You keep pace with the latest in mainstream and access technology.

You are interested in the interactions between people and the technologies they use.

You enjoy spending significant parts of your workday interacting with students.

You enjoy explaining technical concepts to others.

**Role Overview**

The Access Technology department trains 300 students each year on the use of screen readers and magnification software, and partners with dozens of companies to ensure apps, websites, and products are accessible to blind and visually impaired users.

This role will conduct comprehensive assistive technology assessments. In addition, they will work with students to define schedules, goals, and objectives for technology training.

This position will deliver one on one technology training to blind and visually impaired students on a variety of technologies. At present, all instruction is provided remotely. Once health and safety allow, training will primarily be conducted at Lighthouse, and occasionally at work sites or in students’ homes. This individual will also design and deliver group workshops on current technology topics, design and deliver corporate trainings related to accessibility. The Access Technology Specialist will also provide accessibility feedback on products and websites as part of Lighthouse access technology consulting projects.

The ATS will keep accurate and timely records of student progress in the LightHouse database.

**Qualifications:**

**Education or equivalent**:

Bachelor’s degree in education, Rehabilitation Teaching, Computer Science, or comparable degree/experience.

**Experience**:

The LightHouse welcomes nontraditional applicants and applicants with diverse backgrounds and experience.

**JOB RESPONSIBILITIES:**

**Minimum Qualifications:**

* In depth knowledge of the following operating systems:
  + Windows
  + Mac OS
  + iOS
  + Android
* Advanced user of screen reading and magnification software for desktop and mobile operating systems
* In depth knowledge of non-visual techniques for information access including:
* Efficiently navigating websites
* Using apps and software to access printed material
* Using GPS apps for navigation
* Demonstrated ability to create lesson plans
* Demonstrated ability to conduct comprehensive technology assessments
* High level of emotional intelligence to relate to students at all levels of adjustment to blindness
* Demonstrated ability to convey technical knowledge in a clear and approachable manner
* Ability to learn new technologies from documentation and tutorials

**Preferred Qualifications:**

* Knowledge of web accessibility standards
* Proficiency in the UEB Braille code
* Fluency in a second language in addition to English

Other Duties: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**WHO WE ARE:**

LightHouse has an audacious mission – to transform the lives of the 40,000-blind people in the greater Bay Area and beyond. We do this through tech design, disability advocacy, consultation, classes, and community formation in San Francisco, our four satellite offices and Enchanted Hills Camp in Napa. We are a fun, fascinating, widely diverse, warm, and friendly community. We work in downtown San Francisco in a 40,000 square foot state-of-the-art workspace renowned for its universal design, steps from Civic Center BART. LightHouse is working for nothing less than to change the future for blind people and the wider community.

Within a five-minute walk are the world headquarters for Twitter, Uber, Dolby, Zendesk and many other tech giants. Within three blocks are all the principal buildings for Northern California’s federal, state, and local government. Also, in our neighborhood are many theaters, San Francisco Symphony and Opera, the Asian Art Museum, and dozens of other key cultural anchors of the entire Bay Area.

The successful candidate will join a unique organization in which blind and sighted professionals work together at every level. Our governing Board of Directors, management and staff are all composed of roughly equal numbers of blind and sighted people, a parity unprecedented in our field.

Founded in 1902, LightHouse for the Blind and Visually Impaired provides skills, resources, and community for the advancement of all individuals who are blind or have low vision. Our innovative programs have been featured in 60 Minutes, the New York Times, and the Wall Street Journal and beyond. The blind community comes to LightHouse to learn how to travel independently with a white cane, to rejoin the workforce, use accessible technology, and meet a community of mentors and peers. From unique tactile maps, to an unparalleled camp for blind campers, to a world prize for blind ambition, LightHouse offers programs unavailable elsewhere

**Learn About Us:**

**LightHouse for the Blind and Visually Impaired**

**1155 Market Street, 10th Floor**

**San Francisco, CA 94103**

[**www.lighthouse-sf.org**](http://www.lighthouse-sf.org)

**Employee Benefits:**

The LightHouse offers a rich package of benefits, including medical, vision and dental insurance. Employees are eligible for an employer-matched 401(k) plan and subsidized health club membership, among many other perks.

**Compensation:**

Depending on Experience; “industry competitive”

**How to Apply:**

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After reviewing the complete Job Description located at our website at: [https://lighthouse-sf.org/about/careers/](https://lighthouse-sf.org/about/careers/senior-executive-assistant/), please complete an application as well as a cover letter and résumé as word processing attachments, (no PDFs please).

Please submit those word documents to [hr@lighthouse-sf.org](mailto:hr@lighthouse-sf.org). Please include the job title in the subject line. We will not consider videos or hyperlinks to online profiles. Due to time constraints we will only respond to complete submissions. Thanks for your understanding.