



Institute for Human Centered Design

## **Coordinator of Inclusive Technology**

### **Organization Background**

The Institute for Human Centered Design (IHCD) is an international education and design non-profit organization committed to advancing the role of design in expanding opportunity and enhancing experience for people of all ages, abilities and cultures. IHCD meets its mission through an unusual mix of education, technical assistance, consulting, interdisciplinary design services and research. Each activity informs the others for a dynamic interplay of expertise, learning, and exploration. We are deep content experts in both accessibility and inclusive/universal design. IHCD is committed to direct and on-going engagement of people across the spectrum of ability, age and culture as a vital source of data about needs and preferences that can inform design.

### **Position Description: Coordinator of Inclusive Technology**

The position encompasses both external and internal coordination of inclusive technology organizational activities. Reporting to the Executive Director, the successful candidate will assist in the coordination of the organization's technology tasks pertaining to consulting and design services as well as internal core project responsibilities. This position also requires engagement in contextual inquiry research with user/experts as well as educational responsibilities such as training and presentations.

### **Essential Functions**

- Management of updates and revisions to organizational websites. Including design and development as needed.
- Creation of new organizational websites, additions to websites and apps.
- Management and programming of current and new Moodle room online ADA courses (training to be provided).
- Participation in technology consulting and design projects for information and communication technology. Including assistance in the coordination and hands-on work with user/expert reviews, documentation, liaison with clients, report writing and promotion.

- Assistance in the review and development of digital tools to conduct surveys of accessibility and inclusive design in settings from municipalities to museums, higher education, outdoor environments.
- Assistance in the creation of international exhibits as well as installation, planning, outreach and promotion as needed.
- Technology assistance as required on a range of in house and external projects.
- Engagement in the development of contextual inquiry research projects with an emphasis of multisensory experience including exhibits.
- Collaborate in developing an annual educational menu of live educational events and help in the capture, creation and organization of content for repurposing for distance learning.
- Organize and/or participate in conducting presentations and training that may include events at IHCD headquarters, in the field and in venues including conferences in the US and globally.
- Assist with in-house computer and network troubleshooting for internal and remote staff as needed.

#### **Minimum Requirements and Qualifications**

- Web development skills including HTML, CSS, and JavaScript.
- Familiarity and experience with Drupal CMS.
- Understanding of experience with usability and accessibility especially WCAG 2.1 AA.
- Proven initiative and self-direction skills.
- Excellent interpersonal skills.
- Proven writing and presentation skills.
- Enthusiasm and respect for the mission of the organization.
- Bachelor's degree.
- IHCD seeks candidates who align with our goal of a diverse workforce in terms of ability, age and culture.

#### **Position and Benefits**

- Full-time position with full benefits per IHCD Personnel Policies. Primary location of work is at the Institute's office at 200 Portland Street, Boston, Massachusetts.

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