Accessibility and Inclusion Subject Matter Expert
onBoard Canada, The Chang School of Continuing Education, Ryerson University

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Brief Program Description

This onBoard Canada initiative is a component of The Accessibility Project of The Chang School. onBoard Canada is an internationally recognized program that raises the standard for modern and inclusive governance. This program is a leader in providing online, accessible, and self-paced governance training across Canada and board matching to not-for-profit organizations and public agencies, boards and commissions in several cities. As the program expands across the country to new communities, it is imperative that accessibility standards are met and exceeded throughout organizations to ensure the full inclusion of persons with disabilities in governance spaces.

Position Summary

The Accessibility and Inclusion Subject Matter Expert will be responsible for the production of onBoard Canada's first-ever Accessible Boards Toolkit, which will include the development of curriculum as well as a self-assessment tool.

The Accessible Board Toolkit will provide strategies and guidance to organizations and boards to foster the inclusion of persons with disabilities on boards of governance. It will provide a questionnaire for boards to assess the level of accessibility of their boards and organizations including, tools and strategies on recruitment, onboarding, creating an inclusive environment, minimizing bias, terminology, and resources.

Project Objective

The goal of this particular project is to develop an Accessible Boards Toolkit to support leadership within organizations by providing practical tools on integrating best practices for making their board and organization more accessible and inclusive.

Scope

Below are the two components of the project:

1) **Development of Curriculum** (including Case Studies)
   ● This section would be approximately 10 pages

2) **Tool Development** (for Self- Assessment)

- Some of these tools will be adapted from other resources but there may be gaps in these tools that may need to be created. Sample tools are:
- Building Inclusive Governance Toolkit (OBC)
  - Leadership and Accountability Tool (Alberta Urban Municipalities Association)
  - Organizational Diversity, Inclusion and Equity - Self-Assessment Tool (Mental Health Peel Region)
  - Sample policies
  - Checklists for inclusivity in common board activities

Timelines

First draft of toolkit - April 15 2019
Final draft of toolkit - May 15 2019

Financial Terms

$65.00/hour + 60 hours
Total: $3,900

Job Qualifications

- High level of awareness of accessibility-related issues and expert knowledge of accessibility standards and principles
- Knowledge of community resources for persons with disabilities
- Ability to utilize computer technology for communication, data gathering, data analysis and disseminating research, as well as reporting activities

Closing Date

Sunday, March 24, 2019 at 8:00 pm

If you are interested in this position, please provide a cover letter and resume to onboardcanada@ryerson.ca.

If you require any accommodation to participate in the recruitment and selection process, please advise at any point and we will work with you to meet your needs. Individuals with lived experience of disability are encouraged to apply.