



## POSITION ANNOUNCEMENT

Date: August 2018

Position: **DOCUMENT ACCESSIBILITY SPECIALIST**

Responsibilities: Use computer programming skills to make existing MS Word, MS PowerPoint and PDF documents accessible for clients according to Section 508 and WCAG accessibility guidelines. Review and define quality standards and best practices. Research emerging technologies and trends pertaining to document accessibility best practices. Use assistive technologies, such as screen reader software (JAWS, WindowEyes), and accessibility testing tools to ensure accuracy.

Qualifications & Education:

- Bachelor's degree in computer science, information systems, communications or related fields with training in the use and application of assistive technology for individuals with disabilities preferred, trade school/college course work in related field will be strongly considered.
- Experience with Adobe Acrobat DC authoring software.
- Experience with accessibility guidelines such as Web Content Accessibility Guidelines (WCAG), Section 508 preferred.
- Must have strong organizational skills, be very detail-oriented and mission-accomplish focused.
- Must possess excellent organizational and communication skills.
- Ability to prioritize workload according to volume, deadlines, etc.

Contact:

**Frantz Michel**

The Viscardi Center

201 I. U. Willets Road

Albertson, New York 11507

(516) 465-1432 or Fax (516) 465-1465

Or

Email [humanresources@viscardicenter.org](mailto:humanresources@viscardicenter.org)

The Viscardi Center

An Equal Opportunity/Affirmative Action Employer

**Veterans and individuals with disabilities are encouraged to apply**