

Center for Accessible Technology

Job Title:	Chief Online Editor	Job Category:	Contracted position
Department/Group:	Accessible Technology Coalition	Job Code/ Req#:	ATC- COE
Location:	Bay Area	Travel Required:	No
Level/Salary Range:	DOE	Position Type:	Contract
HR Contact:	Dmitri Belser	Date posted:	April 1, 2010
Will Train Applicant(s):	No	Posting Expires:	April 30, 2010
External posting URL:	http://www.cforat.org/site_links/employment.htm		
Applications Accepted By:			
FAX OR E-MAIL: FAX: (510) 841-795 info@cforat.org Attention: Dmitri Belser RE: ATC - WD		MAIL: Dmitri Belser, Executive Director Center for Accessible Technology 2547 8th Street, 12-A Berkeley, CA 94710	
Job Description			
ROLE AND RESPONSIBILITIES			
<ul style="list-style-type: none"> • Manage overall editorial products and processes for relevance, consistency, and accuracy work of other editors/contributors, paid and volunteer. • Make assignments as necessary. • Recruitment of and communication with other editors; supervision quality assurance of content. • Oversight of AT Lead position as necessary to ensure quality assurance of content. • Oversight of editorial workflow. • Oversight of FAQ workflow. • Continuous re-specification of editorial and workflow interfaces. • Editorial work as needed. • Participate in marketing: developing user content. • Report to project management. 			
PREFERRED SKILLS			
<ul style="list-style-type: none"> • Excellent writing, presentation and interpersonal skills. Must possess top-level business management, interpersonal, and facilitation skills. • 5+ years market research and analysis services of accessible products. • Broad understanding of new technologies and products and extensive experience developing public policy regarding people with disabilities/seniors. • Five+ years experience with Assistive Technology and working with people with disabilities. • Excellent knowledge of Drupal and similar CMS. 			
ADDITIONAL NOTES			
The Accessible Technology Coalition is a new project for CforAT, funded by NTIA via the California Emerging Technology Fund.			