



POSITION DESCRIPTION: ACCESSIBILITY ASSISTANT INTERNSHIP

The Wehrman Collaborative, LLC October 2016

ABOUT WECo

The Wehrman Collaborative, LLC (WeCo) is a mission-based for-profit business where the physical and cognitive challenges people live with can create opportunities to educate and improve access to information. At WeCo, we believe that Individuals who live with disabilities become experts at access simply by navigating their day-to-day lives. The *WeCo Accessibility Test Platform* enables these individuals to put their life experiences to work by helping make web sites and electronic communications more accessible for everyone.

WeCo is a business that views the skills of people living with disabilities as a viable for-profit business model. Our people's skills are in high demand, timely and valuable. The WeCo Certified Test Consultant career translates into an exciting opportunity for people who may have been overlooked by traditional work environments; we consider this talented group of people our best-kept trade secret.

WeCo's driving force is its dynamic and involved Advisory Board. Made up largely of individuals who live with disabilities, some of our Board members are also experts in the fields of vocational rehabilitation, disability psychology and accessible technology. The WeCo Advisory Board helps to shape our products and guide the career path being blazed by our Certified Test Consultant Team.

To learn more about WeCo, visit our web site at: www.theweco.com or follow us on Facebook at: **WeCo (The Wehrman Collaborative)**

POSITION PURPOSE

The **WeCo Accessibility Assistant Internship** is designed to provide the successful applicant with the opportunity to apply their creative and analytical skills to the purpose of learning about WeCo's user-experience testing practices as they apply to digital accessibility. The position provides the applicant with the opportunity to become an industry Assistant in the field of accessible communications by becoming highly knowledgeable regarding the wide array of challenges faced by people who live with disabilities as well as the assistive technology devices they use to access computers, the internet and other online venues.

The successful applicant will have the opportunity to work as a member of a team of seasoned professionals with varied backgrounds and skill sets in an emerging technology field.

POSITION LENGTH

This position is designed to serve as an educational internship for the successful candidate. It is designed to last up to 6 months, depending upon the needs of our company and availability of the individual(s) awarded with the position.

POSITION DUTIES

The WeCo Accessibility Assistant Position will require a time commitment of 10-20 hours per week, depending upon the needs of the organization and the selected candidate. The duties for this role include:

- **Test Case Construction:** Includes apprenticeship-style training in how to construct WeCo Test Cases and the assignment of test case construction work for WeCo clients and as a part of Certified Test Consultant training and development.
- **Test Case Data Extrapolation and Analysis:** Includes apprenticeship-style training in how to extrapolate and analyze WeCo Test Case results.
- **Test Case Report Composition:** Includes apprenticeship-style training regarding the interpretation of WeCo Test Case data and the conversion of this information into useful report documentation for our clients and for WeCo's accessibility knowledge base.
- **Industry Research, Paper and Presentation Composition:** WeCo's Accessibility Team is becoming a noted authority in the area of accessible communications, thus the Accessibility Assistant Team member will be taught methods and practices to conduct on-going self-education and research which will enable them to learn how to construct white papers and presentations for professional conferences.
- **Other duties as deemed necessary, and agreed upon, for the position.**

POSITION QUALITIES AND COMPETENCIES

APPLICANT QUALITIES

1. Highly developed organizational and analytical skills.
2. Effective written and verbal communication skills.
3. Ability to work well with others in a team environment.
4. Ability to work autonomously and self-direct work in a virtual office environment.
5. Ability to take direction and follow through with tasks/projects.
6. Ability to handle ambiguity and uncertainty.
7. Passion to learn and willingness to be in the position of a student.
8. Ability to be comfortable working in an industry with a long learning curve.
9. Ability to track a high level of detail.
10. Effective at multi-tasking.
11. Ability to work under pressure and meet tight deadlines.
12. Ability to solve problems and propose possible solutions

APPLICANT MINIMAL COMPETENCIES

1. Intermediate knowledge of the following software programs: Microsoft Word, Excel and Power Point.
2. Experience in working with some form of data analysis. NOTE: This *may* be in a field *unrelated to accessibility*.
3. Demonstrated capability, or training, in effective technical and creative writing.
4. Strong communication skills, both written and verbal.
5. Demonstrated capability to work well within a team setting.
6. Demonstrated capability to work well autonomously.
7. Ability to function within a virtual office environment via shared files, email and calendar system.

APPLICANT PREFERRED COMPETENCIES

1. Prior experience, in either a professional or volunteer setting, involving working with people who live with disabilities.
2. Prior experience, demonstrated knowledge or education, regarding assistive computer technology and devices.
3. Prior experience, demonstrated knowledge or education, regarding user-experience testing.
4. Prior experience, demonstrated knowledge or education, regarding data analysis, extrapolation and reporting methods, including analytical software.
5. Prior experience, demonstrated knowledge or education, regarding automated accessibility testing procedures for web sites, software and online venues.
6. Advanced knowledge of the following software programs:
Microsoft Word, Excel and Power Point.
7. Experience working in virtual office or remote workplace environments.

COMPENSATION

WeCo is currently offering a \$250 monthly stipend for this position. The successful candidate will also have access to WeCo's free career wardrobe development service.

HOW TO APPLY FOR THIS POSITION

All applicants must complete a **WeCo Professional Development Internship Application** found at: <https://theweco.wufoo.com/forms/z6w00cx0y3pebv/>. Please include a current resume along with any additional documents where applicable.

The application process will close when the position is filled.