



# POSITION DESCRIPTION: ACCESSIBILITY ASSISTANT INTERNSHIP

The Wehrman Collaborative, LLC February 2020

## ABOUT WECO

WeCo is a digital service company which helps organizations make websites/software/mobile applications accessible by providing them with direct access to subject matter experts who live with disabilities. We are a company founded and staffed by digital technologists who live with disabilities with a strong outreach to communications and administrative professionals who live with disabilities. WeCo is an equal opportunity employer with a dual mission of helping organizations create accessible digital venues and providing career opportunities to talented professionals who may be overlooked by traditional work environments.

To learn more about WeCo, visit our web site at: [www.theweco.com](http://www.theweco.com) or follow us on Facebook at: WeCo (The Wehrman Collaborative) or on Twitter at: @WeCo5

## 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 & LOCATION

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.

Work may be completed in WeCo's Minneapolis North Loop office, virtually, or a combination, as agreed upon by the successful candidate and company management

## POSITION DUTIES

The WeCo Accessibility Assistant Position will require a time commitment of 15-20 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.
- **Analysis of coding techniques on web pages:** Includes evaluating HTML markup on web pages submitted to WeCo for specific accessibility requirements, including WCAG 2.1 and Section 508.
- **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 REQUIREMENT

- High school diploma or equivalent
- 1-year job or volunteer experience
- Basic knowledge of the following software programs: Microsoft Word, Excel and Power Point.
- Good communication skills, written and expressive (the ability to speak is not necessarily required).
- Ability, or aptitude to learn how to function within a virtual office environment via shared files, email and calendar system.
- Ability to work well within a team setting.
- Ability to take direction and to work well autonomously.
- Ability to function within a virtual office environment via shared files, email and calendar system.
- Familiarity of internationally recognized accessibility guidelines (e.g., WCAG 2.0).
- Basic knowledge of HTML, CSS, etc.

## 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 (e.g., screen readers, screen magnifiers, voice recognition software).
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. Prior experience, demonstrated knowledge or education, with describing the accessibility requirements associated with the WCAG 2.0 level A/AA principles and guidelines

7. Prior experience, demonstrated knowledge or education to read and understand basic HTML markup and CSS style sheets.
8. Prior experience, demonstrated knowledge or education, regarding user interface web design concepts and principles when designing for users with disabilities (e.g., styling and readability, layout, navigation, focus indicators, color contrast, use of color, etc.)
9. Prior experience verifying compliance of web accessibility guidelines 2.0 level A/AA.
10. Advanced knowledge of the following software programs:  
Microsoft Word, Excel and Power Point.
11. Experience working in virtual office or remote workplace environments.

## COMPENSATION

WeCo offers a monthly transportation stipend for this internship. 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.