



Position Profile: Peer Trainer – Expanded delivery options project

Reports to: Project Coordinator

CELA is a national not for profit organization that offers accessible reading services to people with print disabilities in Canada through member public libraries. CELA produces and distributes accessible books in both digital and physical formats, including braille, audiobooks, and accessible ebooks. CELA's collection currently provides access to close to 1,000,000 titles.

CELA seeks two Peer Trainers for a part-time term contract from December 1, 2021-March 31, 2022. Reporting to the Project Coordinator, Expanded Delivery Options Project, the Peer Trainers provide training for project participants in the use of piloted technologies. This project will significantly expand service options for audiobooks and other accessible content using newer technology, and training for CELA patrons and member libraries. This is an exciting opportunity to have a positive effect on library services and the lives of readers across the country as part of an energetic, supportive, and dynamic team. This position is a virtual opportunity, and we welcome applicants from across Canada.

Scope and Summary of Primary Responsibilities

- Collaborate with the Project Coordinator to specify learning needs and develop training materials for people with print disabilities in the use of assistive technologies; both those used in the pilot and assistive technologies more broadly.
- Deliver accessible training materials to people with print disabilities in various modes, such as text-based documents, verbally, through recorded audio or video, and/or live via video conference. Training materials will be provided in English and French.
- Respond to participant phone and email inquiries with tact and courtesy.
- Schedule training times and maintain attendance statistics.
- Track participant inquiries and troubleshooting techniques.
- Develop and track training evaluation responses; apply surveys and questionnaires to evaluate training effectiveness.
- Other duties as assigned.



Competencies and Qualifications

- Lived experience with a print disability. Print disabilities encompass those who are blind or visually impaired, people with cognitive disabilities such as dyslexia and those with physical disabilities that make it difficult to read a physical book.
- Knowledge of and lived experience with print accessibility and assistive technologies.
- Ability to work collaboratively and positively with individuals and groups in a distributed work environment.
- Ability to work independently and with minimal supervision in a distributed work environment.
- Strong technology skills in assistive technology, standard office software, and video conferencing; knowledge of video and/or audio editing apps considered an asset.
- Excellent written and oral communication skills in English; ability to read, write, and speak French fluently considered a strong asset. At least one of the successful candidates must be fluent in French.
- Enthusiasm for new technologies and a desire to share this knowledge with individuals who have little to no experience with technology.
- Experience with training, instruction, and learning design considered an asset.
- Experience with administering evaluative techniques including surveys and questionnaires considered an asset.
- Detail oriented, self-directed, and good at managing time and multiple tasks.
- Commitment to improving the accessibility of public library collections and services across Canada.

Work Environment

- This is a virtual office opportunity, and the successful candidates will supply their own home office, computer, and reliable internet access. Specialized equipment and software for audio and video editing will be provided.
- This position is a fixed-term service contract from December 1, 2021-March 31, 2022. This is a part-time position with flexible hours of 10-15 hours a week. Some evenings and weekends may be required, as well as some core daytime hours for meetings with staff.
- Salary: \$30.00/hr
- Reports to: Project Coordinator, Expanded Delivery Options Project



To Apply

Please send a copy of your resumé with a cover letter (single pdf or word file) in English to jobs@celalibrary.ca, clearly indicating the position you are applying for to the attention of Virginia Sytsma by Friday, November 10, 2021.

CELA hires on the basis of merit. We are committed to the principle of equity in employment. We welcome diversity and encourage applications from visible minority group members, women, Indigenous persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to productively engage with diverse communities. All qualified candidates are encouraged to apply, however Canadians and permanent residents will be given priority.