Job Description- Consultant Education (Operations)

About XRCVC:

The Xavier's Resource Centre for the Visually Challenged (XRCVC) is an integral part and department of St. Xavier's College - Autonomous, Mumbai. The XRCVC was started in 2003 as an effort to ensure an inclusive environment at St. Xavier's College, one of the most well-known educational institutions in the country, initially for its students with blindness and low vision. XRCVC, keeping with the college's long tradition of creating social impact within the larger community, has always been a centre of advocacy and support to promote inclusion and access for persons with disabilities over and above the in-house students of the college. XRCVC's expertise lies in the fields of inclusive education, access technologies and accessibility, and awareness generation.

Summary:

The Consultant, Education (Operations) at the XRCVC will support the Programmes staff in the smooth functioning of the Organisation. S/he will facilitate the access content creation services, volunteer management and tech support at the XRCVC.

Location:	Mumbai
Commitment:	Full-time
Reporting to:	Lead Consultant- Education
No.	***Key Responsibility Area:***
1.	**Accessible Content Creation Service:** ● Coordinate with students with disabilities on requirements. ● Create accessible content and tactile diagrams depending on the need. ● Train and manage volunteers for the purpose of accessible content creation and tactile diagram creation ● Assist Education team lead in building best practices in accessible content creation (books, TDs and other material) ● Manage accessible content libraries at the XRCVC (for books, TDs, TLAs) ● Train other stakeholders in accessible content creation and tactile diagram training.
2.	***Administrative tasks:***

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		• Demonstrate accessibility tech (screen readers, JAWs, NVDA etc.) to funders and other such stakeholders. • Facilitate guests at XRCVC • Manage XRCVC membership registrations and database and keep the same updated • Provide additional support to other staff at the XRCVC as and when required.
3	**Volunteer Management** • Recruit and manage the volunteer program at the XRCVC to meet SwD needs - tutoring, reading, writers, content creation • Coordinate within college and outside stakeholders to recruit volunteers (SIP Department, SIC, and others) • Recruitment and management of the internship program	

Qualification and Experience:
- +12/Graduate in any field.
- Freshers are welcome
- Background in STEM is an added advantage.

Must have Skills and Competencies:
- Strong interpersonal skills and relationship-building skills.
- Strong written and verbal communication skills, especially in english.
- Ability to manage and train Volunteers.
- Proficient use of MS Office (Excel, Powerpoint, Word) and Google Suite (Docs, Slides, Sheets).

Other desired Competencies
- Multi-lingual proficiency (English, Hindi and Marathi)
- Knowledge of special skills

LAST DATE TO APPLY IS 31-8-2022