

society for disability studies

The Society for Disability Studies Announces Part-Time Opportunities

June 2021

The Society for Disability Studies (SDS) is a non-profit membership organization that promotes the study of disability in social, emotional, cultural, and political contexts. We recognize that disability is a key aspect of human experience and that the study of disability has important political, social, emotional, and economic implications for society as a whole, including both disabled and nondisabled people at their intersections of power and multiple identities. SDS's future is driven by its global membership and the growing field of Disability Studies.

As our organization has grown, we recognize the need to adopt an administrative structure that balances our many different organizational needs with the talents of a larger pool of specialized workers and a larger group of active volunteers.

Our new structure calls for **several part-time roles**, with closely coordinated responsibilities. We are posting three positions:

- (1) SDS Administrative Manager,**
- (2) SDS Website Coordinator, and**
- (3) SDS Listserv Moderator.**

Additional positions of SDS Conference Logistics Coordinator and Social Media Coordinator will be posted in the near future. These positions are not Board Member positions. Current Board Members are not eligible for the positions.

If interested, candidates are welcomed to submit applications for more than one opening. Send application materials or inquires to SDS Co-Presidents Holly Pearson (holly@disstudies.org) and Suzanne Stolz (suzanne@disstudies.org).

Applications should be submitted by July 16 for full consideration.

1. SDS Administrative Manager

The Administrative Manager reports to the SDS Board of Directors. They manage the SDS office, work closely with the SDS officers to support the mission and current organizational initiatives, and oversee the work of the Website Coordinator, Listserv Moderator, Social Media Coordinator, and Conference Logistics Coordinator.

Responsibilities

- Management of membership database, payment processing, and membership drives.
- Maintenance of financial records. Preparation of monthly financial reports, annual budgets, and tax preparation, with support from financial services company.
- Management and oversight of contracts, service plans, subscriptions. Processing of payments for those contracts and services.
- Completion and submission of annual state and federal nonprofit documents. Management of SDS records.
- Support of SDS committees and their current initiatives.
- Oversight of the SDS administrative and programming team of consultants responsible for the SDS website, social media, listserv, and conference coordination.
- Maintenance of effective communications among board members, committees, and consultants.
- Communication of outside inquiries to appropriate committees.
- Arrangement of accommodations as needed for Board, committees, staff, and members; ensuring access on the website and social media.

Education and/or Experience

The ideal candidate has at least 5 years of experience in non-profit and/or higher education administration, programming, management, and/or finance, and demonstrates a commitment to furthering disability studies and/or disability **advocacy and access**. **The candidate must have excellent communication skills, experience with virtual meeting platforms and with cloud-based word processing, spreadsheet, and file-sharing software** (such as Microsoft Office Suite or Google Drive), and with implementing disability access for in-person and remote

communications, and familiarity with website development, listserv management, and social media strategy.

Above all, the candidate must demonstrate commitment to disability access and a willingness to engage in mutual exploration of new methods for communication and access to broaden SDS's outreach efforts. We seek a candidate with an established commitment to disability studies, accessibility, and/or disability advocacy movements. SDS is strongly committed to enhancing opportunities for Black, Indigenous, People of Color (BIPOC), multiply-marginalized people, and underrepresented groups.

Compensation

The Administrative Manager role is contractual, as agreed upon with a co-signed annual Memo of Understanding, detailing the responsibilities, the deliverables, and the payment structure.

The contract for Year 1 calls for six to eight hours per week, with workloads shifting as needed for support of major organization events, such as membership drives, conferences, financial reporting, and board elections.

The annual contract of \$12,000 will be paid in monthly installments of \$1,000. Contracts are renegotiated annually.

The contract does not provide auxiliary benefits (such as healthcare insurance, vacation leave, etc.), but does stipulate that SDS will provide necessary equipment, software, travel for the annual conference, and accommodations needed for successful completion of the contracted work.

To Apply:

Please send a letter of interest, a CV or resume, and email and phone contact information for three professional references. References may be contacted prior to a phone or video interview.

In the letter of interest, candidates should explain their interest in the position, qualifications for the role, commitment to disability studies and accessibility, and vision for SDS is appropriate.

Send application materials or inquiries to SDS Co-Presidents Holly Pearson (holly@disstudies.org) and Suzanne Stolz (suzanne@disstudies.org).

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2. SDS Website Coordinator

The Website Coordinator is in regular contact with the SDS Administrative Manager and reports to the SDS Board, via the Communications Committee. The Website Coordinator works both independently, and in communication with other SDS contractors, board members, and/or member volunteers.

This position involves spearheading website content management, including the structure of SDS website, drafting and collaborating with other team members to review draft content copy, uploading approved copy, and ensuring accessibility of the website.

After an initial period of orientation to the software and the SDS conventions, this role entails approximately **one to three hours of work per week**, with additional work required prior to and during major events, such as the annual conference.

The Year 1 contract of \$2500 will be paid quarterly. Contracts are renegotiated annually. The contract does not provide auxiliary benefits (such as healthcare insurance, vacation leave, etc.), but does stipulate that SDS will provide necessary equipment, software, and accommodations needed for successful completion of the contracted work.

Essential Tasks

- Ensure that the SDS website is up-to-date and accurately reflects the values, mission, and activities of the organization.
- Manage website content and organization using WordPress content management interface.
- Update and manage plug-ins in WordPress.
- Communicate with the Administrative Manager and the relevant committees of the Board of Directors to address content needs, determine and adhere to content schedule, and request and implement input/feedback on draft content.
- Ensure website accessibility and user-friendliness, including routine access audits and solicitation of Member feedback.
- Recommend for consideration website changes beyond routine content updates.
- Spearhead solutions to technical issues related to the website, such

as communicating with WordPress/other platform customer service or troubleshooting user problems.

- Planning and execution of quarterly reviews of the SDS website menu organization and content to allow for streamlining and revision of content and usability; annual preparation of recommendations for more significant changes to the SDS website as needed.

Education and/or Experience

The ideal candidate for the Website Coordinator role is familiar with website content management on a WordPress platform and/or other platforms, has skills in drafting professional communication and drafting copy, an understanding of how various platforms integrate and work together, and an eye for design. They will need to have knowledge of website accessibility.

We seek a candidate with an established commitment to disability studies, accessibility, and/or disability advocacy movements. SDS is strongly committed to enhancing opportunities for Black, Indigenous, People of Color (BIPOC), multiply-marginalized people, and underrepresented groups.

To Apply:

Please send a letter of interest, a CV or resume including links and/or descriptions of two past websites that you have worked on, and email and phone contact information for two professional references. References may be contacted prior to a phone or video interview.

In the letter of interest, candidates should explain their interest in the position, qualifications for the role, and their commitment to disability studies and accessibility.

Send application materials or inquiries to SDS Co-Presidents Holly Pearson (holly@disstudies.org) and Suzanne Stolz (suzanne@disstudies.org).

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3. SDS Listserv Moderator

The Listserv Moderator is in regular contact with the SDS Administrative Manager and reports to the SDS Board, via the Communications Committee. The Listserv coordinator works both independently, and in communication with other SDS contractors, board members, and/or member volunteers.

The Moderator conducts the day-to-day moderating tasks on the listserv platform (Affinity). This includes reviewing and accepting, rejecting, or discarding messages, and occasionally reaching out to leadership for a determination as to how to treat a particular correspondence. The Moderator will anticipate and respond to accessibility concerns related to the listserv.

This role entails approximately one to three hours of work per week, with additional work required prior to and during major events, such as the annual conference.

The Year 1 contract of \$2500 will be paid quarterly. Contracts are renegotiated annually. The contract does not provide auxiliary benefits (such as healthcare insurance, vacation leave, etc.), but does guarantee that SDS will provide all necessary equipment, software, and accommodations needed for successful completion of the contracted work.

Essential Tasks

- Moderate the SDS-discuss Member Discussion Listserv, including:
 - Review the content of email messages sent to SDS-discuss listserv.
 - Evaluate which messages should be posted to the list based on their alignment with the SDS principles.
 - Approve, reject, or request changes to messages sent to the SDS-discuss listserv and represent SDS in correspondence with those posting messages.
 - Seek input about how to proceed from the communication committee as needed.
 - Report problematic messages to the relevant committee chairs.
- Assess and address accessibility concerns related to SDS-discuss

and the Affinity listserv platform.

- Troubleshoot subscriber problems and fulfill subscriber requests as needed.
- Adhere to listserv rules and protocols and develop new rules and protocols as needed.
- Communicate with other contractors and the Communications Committee to coordinate information about SDS communication platforms across the website and Member Discussion Listserv.
- Confer with Administrative Manager weekly to update subscriptions to the listserv and annually to review/purge the list of subscribers.

Education and/or Experience

The ideal candidate for the Listserv Moderator role has technical experience with or willingness to learn listserv platforms, including backend listserv management (adding and removing users; updating subscriber preferences; troubleshooting; approving or rejecting messages), and executing and designing protocols for moderated lists. The listserv moderator must possess excellent written communication skills and professional discretion.

It is essential that the Listserv Moderator demonstrate fluency in current issues and debates in disability studies and disability advocacy. The listserv moderator must make decisions about which messages to post to the SDS list, and must be able to think and feel in terms of past conversations on the list and possible reactions and responses from other members of SDS who receive messages posted to the listserv.

Training in the listserv platform and moderation protocol and consultation with past and interim listserv moderators will be part of the onboarding process. The listserv moderator will receive informal feedback from the Communications Committee on an ongoing basis, and a written performance evaluation after the first three months, and thereafter within one month of the conclusion of the yearly contract.

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In the letter of interest, candidates should explain their interest in the position, qualifications for the role, and their commitment to disability studies and accessibility.

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