

JOB OVERVIEW

JOB TITLE	Community Accessibility Specialist
DEPARTMENT	Public Policy
LOCATION	Buffalo, NY
DIRECT SUPERVISOR	Chief Policy Officer

GENERAL JOB DESCRIPTION

Assist the community in the Western New York area to increase physical and programmatic accessibility to local events, locations, and services, and educate them about accessibility issues for persons with disabilities.

SPECIFIC DUTIES & RESPONSIBILITIES

1. Provide technical assistance and logistical support to local businesses and public entities on making premises, events, and services accessible to people with disabilities.
2. Develop and provide training to local businesses, community members, and staff on accessibility issues, including requirements under the Americans with Disabilities Act and other Federal, State, and local laws.
3. Perform evaluations for accessibility with local businesses, housing complexes, and government facilities, including polling places, and report results to the Chief Policy Officer
4. Oversee and ensure ongoing compliance with the Disability Awareness Training Memorandum of Understanding.
5. Enlist local businesses, housing complexes, and government facilities to participate in fee-for-service evaluations and/or training provided by WNYIL
6. Monitor standards for accessibility on the local, state, and national levels, including building code and housing accessibility requirements.
7. Represent WNYIL on community boards, committees, and task forces that will further systems advocacy goals in the areas of accessibility for people with disabilities, or as directed by the Chief Policy Officer.
8. Collaborate with the appropriate WNYIL Board and Council committees on accessibility-related matters.
9. Assist with and participate in WNYIL's Legislative Breakfasts, Meet the Candidates Days, Trainings on disability rights laws, Town Meetings, and appropriate community organizing activities on issues for persons with disabilities.
10. Assist the Chief Policy Officer and ILNC Systems Advocate in meeting State Systems Advocacy Network requirements.
11. Report results and activities through the appropriate identified agency channels.
12. Attend Agency's in-service training and staff meetings as well as any other Agency-related activities as instructed.
13. Participate in maintaining a neat, clean, and safe work environment.

14. Perform other job-related duties as assigned by the supervisor.

EDUCATION & TRAINING

High School Diploma or equivalent

OR

Associate Degree in Human Services field

OR

Bachelor's Degree in Human Services field.

Professional and life-experience may be considered in lieu of, in full or part of academic credentials.

KNOWLEDGE & EXPERIENCE (if required)

Within one (1) year of being hired, the candidate must complete WNYIL approved training on the Americans with Disabilities Act.

High school diploma or equivalency requires six (6) years of work experience with people with disabilities.

Associate's Degree requires four (4) years of work experience with people with disabilities.

Bachelor's Degree requires two (2) years of work experience with people with disabilities.

SKILLS & ABILITIES

- Business Development skills highly desired
- Must have reliable transportation and automobile insurance in order to travel independently throughout the Western NY Region, with occasional in and out of state travel.
- Must have first-hand lived experience with a disability and be willing to share personal experiences when needed.
- Ability to work independently at all WNYIL locations and within the community.
- A desire to advocate for the rights of others is essential.
- Public Speaking and Presentation skills are essential.

- Must have an intermediate level of knowledge of computers, including the use of Microsoft Office 365 suite of programs.
- Perform in a professional, conscientious, and efficient manner for the purpose of ensuring a better quality of life for people with disabilities.

WORKING CONDITIONS

WORK ENVIRONMENT	Office/Community
PHYSICAL DEMANDS OF THE JOB	Sitting for extended periods of time. Occasional lifting of not more than 15 pounds.
HOURS / SHIFTS	37.5 – 40 hours per week. M – F 8:30 am – 5:00 pm. Overtime is rarely required.
CLASSIFICATION	Full-time, salary, non-exempt Range: \$44,000-\$46,000
BENEFITS	Agency provided group health insurance. Vision, dental, life, supplemental insurances available. PTO and paid holiday package. 403(b) retirement with Agency match. Employee Assistance Program
OTHER	Western New York Independent Living, Inc. values our employee safety and follows all recommended NYS required Infectious Disease Prevention Protocols. Western New York Independent Living, Inc. is an Equal Opportunity Employer. Reasonable accommodations will be made for people with disabilities. Western New York Independent Living Inc. is a scent-free Agency.

JOB POSTING

Closing Date: April 27th, 2026

Cover Letter and Resume Required to:

Human Resources Dept.
WNY Independent Living, Inc.
3108 Main St.
Buffalo, N.Y. 14214
employment@wnyil.org