

Director of Americans with Disabilities Act Training (ADA) and Technical Assistance

New England ADA Center Boston, Massachusetts

Primary Functions: New England ADA Center, a project of the Institute for Human Centered Design (IHCD), seeks a deeply expert individual in all federal accessibility standards and regulations. The successful candidate will provide advanced trainings on the ADA's Title II, III, the ADA Standards for Accessible Design, and related New England state and federal disability rights laws (Section 504 of the Rehabilitation Act, and the Fair Housing Act) for the New England ADA Center. The position will also direct the ADA Center's technical assistance (TA) on the ADA and supervise and train as needed the two ADA Center staff with primary daily responsibilities for TA and training. **This is a hybrid position.**

In addition to the responsibilities to the ADA Center, the position will also provide seasoned expertise as needed to IHCD's design and consulting team and contribute to occasional development of IHCD's tailored guidance products on accessibility and Inclusive Design.

This is a hybrid position: The person in this position can work from home as much as 50% of their time. The position is required to:

1. Locate their residence within commuting distance to IHCD's office at 560 Harrison Avenue in Boston's South End for meetings and other activities as needed.
2. Travel by car throughout New England to conduct in-person trainings.

Reports to: New England ADA Center Director and IHCD's Executive Director as appropriate.

Essential Functions of the New England ADA Center Project:

- **Director of ADA Training & TA must accurately explain by phone, email and in person responsibilities and rights under Title II State and Local Government, and Title III Public Accommodations of the ADA, including 2010 ADA Standards for Accessible Design, and New England states' comparable disability rights laws concerning architectural access.**
- **Explain the Uniform Federal Accessibility Standards (UFAS), and the International Building Code (IBC).**
- **Support and supervise two training and TA specialists.**

- Review and approve the two training and TAs specialists' presentations and written communication.
- Review and approve the New England ADA Center newsletter and ADA updates.
- Conduct in-person and virtual trainings in New England and collaborate as requested with the six New England State Affiliates for co-trainings.
- Oversee the development of new ADA products and tools.
- Participate in ADA Project monthly staff meetings and IHCD staff meetings.
- Build relationships with Federal agencies (EEOC, DOJ, US DoT, US Access Board) as well as pertinent state agencies and organizations (e.g., Independent Living Centers, Protection and Advocacy Systems, and Human Rights).
- Build knowledge and relationships with the ADA National Network (consisting of the ADA Knowledge Translation Center and nine other regional ADA Centers), ADA Network national initiatives, and become familiar with other ADA Center's regional tools and products.
- Participates in ADA National Network Committees.
- Represents the organization as requested.

Essential Functions of the Position in Relation to IHCD:

- Serve as a sounding board and problem-solver for complex compliance issues brought by the IHCD consulting and design team members.
- Participate on IHCD project teams as needed.

Qualifications:

- Enthusiasm and respect for the mission of the organization (IHCD).
- Deep knowledge and experience of the Americans with Disabilities Act.
- Academic credential in built environment design. Strongly prefer a Masters in Architecture but minimum of undergraduate degree in architecture or interior design required.
- Ability to write about complex concepts in plain language.
- Ability to work individually and as part of a team.
- Excellent interpersonal and communication skills
- Lives or be willing to relocate to live within commuting distance of IHCD's headquarters in Boston.
- Driver's license required and willingness to travel in New England.
- Willingness to travel nationally on occasion.
- Proven skills in initiative and self-direction.
- Supervisory experience.

Preferences:

- Person with a disability preferred.
- Person from a Black, Indigenous or community of color preferred.
- Multi-lingual proficiency preferred.

Salary and Benefits:

- Salary commensurate with experience.
- Full time position with benefits per IHCD Personnel Policies.
- Typical work hours are 9:00 am to 5:00 pm M-F with occasional Saturday or Sunday for weekend training.

Send Resume and Cover Letter to:

Oce Harrison Ed.D., Project Director of the New England ADA Center
A project of the Institute for Human Centered Design

Email: oharrison@IHCDesign.org

Cell: 1-617-259-1647

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