

## **ADA PROJECT MANAGER**

### **Job Summary:**

Lead the ADA Team in preparing a Transition Plan. Manage the ADA Team in its strategic analysis and assessment of publicly-owned facilities; Manage the evaluation policies, procedures, and standards for the effective creation of a comprehensive ADA Self-Evaluation and Transition Plan facilitating accessibility for individuals with disabilities across all relevant areas; coordinates and monitors compliance project activities.

### **Job Responsibilities:**

- Develop the overall Transition Plan Outline and Detailed Facilities Plan
- Work with ADA Policy Manager in
  - Identifying and obtaining all necessary documents and materials to support Self-Evaluation, which is the first step in developing the Transition Plan
  - Establishing an ADA Committee that will meet throughout the process of completing the Self-Evaluation and developing the Transition Plan; will work with the Committee throughout the duration of the project to receive feedback and incorporate information into the project
  - Establishing an external ADA Committee comprised of disability advocates, individuals with disabilities, and general members of the public; compile a list of local disability organizations and their contact information; assisting in writing and sending a template letter to the local disability contact list requesting their participation on the Committee
  - Developing an ADA grievance policy, procedure, and complaint form
- Work with CASp Lead in
  - Recommending criteria for evaluating facilities and for prioritizing identified accessibility improvements
- Preside over meetings (Including Public Meetings – if Covid requirements allow) including agenda preparation and minutes (producing meeting materials and handouts, conducting orientation, and preparing a summary of action items resulting from the meeting). *Depending on Los Angeles-mandated Covid requirements, it is expected that most meetings will be through Zoom.*
- Review CASp Reports
- Prepare Monthly Progress Reports
- Prepare and track Project Schedule
- Maintain project records and communications for the duration of the project

### **Qualifications**

- Experience in preparing Self Evaluation and Transition Plan
- Bachelor's Degree and at least 7 years of experience in ADA Compliance Work
- Knowledge of The Americans with Disabilities Act
- Experience in identifying issues and recommending solutions to resolve problems.
- Experience in analyzing, reporting and managing complex data in order to identify issues, trends, or exceptions.
- Experience using time management skills such as prioritizing/organizing and tracking details and meeting deadlines of multiple projects with varying completion dates
- Experience communicating both verbally and in writing to various audiences.
- Experience developing ways of accomplishing goals with little or no supervision, depending on oneself to complete objectives and determining when escalation of issues is necessary.
- Intermediate level skill in Microsoft Word (for example: inserting headers, page breaks, page numbers and tables and/or adjusting table columns)
- Intermediate level skill in Microsoft Excel (for example: using SUM function, setting borders, setting column width, inserting charts, using text wrap, sorting, setting headers and footers and/or print scaling).

- Intermediate level skill in Microsoft PowerPoint (for example: applying a theme, formatting character spacing, inserting a picture, changing slide layout and theme colors, adding transitions, customizing slide numbers, changing chart style and/or formatting font).
- Intermediate level skill in Adobe (Adobe Pro experience preferred)
- Able to learn cloud-hosted software system easily
- This position is remote work, but candidate must be willing to check-in at the Office at least twice a month when required (our office is located in Los Angeles area)
- Strong writing skills
- ***Experience handling confidential information.***

Schedule:

- Full-time

Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

Work Location:

- Los Angeles Area

Work Remotely:

- Temporarily due to COVID-19

**Submission Instructions:**

Please submit resume to [eastwestpac@gmail.com](mailto:eastwestpac@gmail.com)