



Enabling access to Jewish life
through audio, braille, and large print texts

Accessible Materials Specialist

About Us

Founded in 1931 as The Jewish Braille Institute, JBI is a nonprofit organization committed to connecting people of all ages and backgrounds who are blind, have low vision, or are print disabled to Jewish life. We do this by providing access to texts vital to Jewish culture, heritage, education, religious life, and community. Through a vast circulating library, liturgical texts, customized materials, cultural offerings and in-person and remote programming, JBI enables our patrons to connect to the rich literary, cultural, and religious life of the Jewish community. We create, publish, and distribute thousands of Jewish-interest materials in audio, braille, and large print that are provided free of charge and sent directly to our patrons' doorsteps.

Role Overview

We are seeking a detail-oriented and dedicated Accessible Materials Specialist to join our team. The successful candidate will be responsible for producing high-quality large print materials in Hebrew and English formats to ensure accessibility for our patrons. The successful candidate should be able to evolve as the position evolves.

Key Responsibilities

- **Production of Large Print Materials:** Create and format documents in Hebrew and English ensuring clarity and readability.
- **Quality Assurance:** Review and proofread materials to maintain high standards of accuracy and consistency.
- **Collaboration:** Work closely with other team members, including transcribers, editors, and production specialists, to meet the needs of our patrons.
- **Technology Utilization:** Utilize various software applications for large print production.
- **Documentation:** Maintain records of materials produced and ensure proper documentation for cataloging in our database.

Qualifications

- **Language Proficiency:** Word processing in Hebrew and English, with strong grammatical skills in both languages required. Knowledge of Russian preferred.
- **Attention to Detail:** Exceptional attention to detail and accuracy in producing large print materials.
- **Technical Skills:** Proficiency in using software and tools for large print production.
- **Communication Skills:** Excellent verbal and written communication skills.
- **Experience:** Previous experience in a similar role is preferred.
- **Commitment:** A strong commitment to the mission and values of the organization.

The pro-rated starting salary is \$45,000 based on full-time hours. This is an exempt position. The position also offers an attractive benefits package. The regular hours are 9:00 a.m.– 6:00 p.m., Mondays-Thursdays, and in person. This position is open until filled.

Application Process

Interested candidates should submit their resume, cover letter, and references to Andrew Goodman, jobs@jbilibrary.org. In your cover letter, highlight your relevant experience and why you would be an asset to JBI in this position.

Equal Opportunity Employer: JBI is an equal opportunity employer. We celebrate diversity and are committed to creating a supportive and inclusive environment for all employees.