



MyLearningCoach

Educational Services that Empower and Support
Post-Secondary Students

Accessibility Coordinator (Remote/Hybrid - Alberta)

About MyLearningCoach

MyLearningCoach (MLC) is a growing collective of educational professionals committed to advancing full and equitable access to post-secondary education for students with disabilities. We collaborate with students, accessibility professionals, and institutions across Canada to help students access services that reduce disability-related barriers to learning, including virtual academic coaching and assessment services designed to empower students and support their success throughout their post-secondary journey.

Position Overview

MyLearningCoach is seeking an **Accessibility Coordinator** to support post-secondary students attending various schools across Canada, with a focus on Alberta. This role involves working closely with students and post-secondary accessibility professionals to identify learning challenges, guide students through the disability verification and grant funding process, and connect them with accessible academic support.

The Accessibility Coordinator also delivers academic coaching services, helping students develop learning strategies, time management skills, and evidence-based approaches that bolster academic success.

This position is ideal for someone who thrives in a fast-paced, collaborative environment, who demonstrates strong critical thinking and organizational skills, and who is passionate about improving access to post-secondary education for students with disabilities.

Key Responsibilities:

Student Support

- Conduct comprehensive initial consultations to identify student needs, learning barriers, and appropriate support.
- Guide students through disability verification and federal/provincial grant funding processes.
- Support students in accessing post-secondary accessibility services and accommodations.



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- Connect students with appropriate MLC services, including academic coaching (academic strategy instruction, tutoring, assistive technology consultation and coaching) and assessment services.
- Facilitate referrals for educational-psychological assessments and help students understand assessment results and recommendations.
- Liaise with post-secondary accessibility teams to support student advocacy and coordinated service delivery.
- Maintain ongoing communication and follow-up with students and coaches throughout the academic year.
- Provide academic coaching focused on learning strategies, executive functioning, study skills, and time management.
- Provide accessibility advising, assessment consultations, and assistive technology consultations when required.

Operational & Educational Leadership

- Maintain accurate and confidential student records and documentation in accordance with MLC policies and procedures.
- Collaborate to refine processes and support effective service delivery.
- Build and maintain collaborative relationships with post-secondary institutions, community organizations, and professional associations across Canada.
- Coordinate virtual and in-person outreach initiatives, workshops and student events.
- Support and mentor coaches within a collaborative team environment.
- Collect and analyze data to inform program evaluation and service improvement.
- Develop surveys and feedback tools for students, coaches, and collaborating schools.
- Share and create resources to promote student advocacy and awareness of accessibility supports.
- Contribute to organizational planning and program development initiatives.

Required Skills and Qualifications:

- Master of Education (MEd) or graduate degree in a related field preferred. Other combinations of education and experience may be considered.
- In-depth understanding of post-secondary accessibility frameworks, accommodation processes, and relevant human rights and accessibility legislation
- Familiarity with Alberta Student Aid processes, Canada Student Grants for Students with Disabilities (CSG-DSE), and post-secondary accessibility funding systems
- Minimum three (3) years of progressive experience in post-secondary accessibility coordination
- Exceptional critical thinking and problem-solving skills, with the ability to navigate complex, confidential, and sensitive situations
- Demonstrated ability to work virtually with students using trauma-informed, student-centred, and inclusive practices



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- Excellent written and verbal communication skills, including the ability to communicate effectively with students, families, and collaborating schools.
- Proficiency with Microsoft Office, Google Workspace, Adobe Acrobat, and various assistive technologies.
- Bilingualism (English/French) and experience with website or digital content management are considered assets.
- Candidates with lived experience related to disability, neurodivergence, or accessibility advocacy are encouraged to apply.
- Advanced knowledge of educational-psychological assessments and accommodation planning is an asset.

Employment Details:

- Salary: \$65,000-\$80,000 annually
- Hours: 40 hours/week with flexible scheduling
- Location: Remote/Hybrid role within Alberta

MyLearningCoach values diversity and is committed to creating an inclusive and accessible workplace where all backgrounds, identities, and abilities are respected and valued.

To apply, please submit both a cover letter and resume via email to hello@mylearningcoach.ca or apply through the Careers section of [MyLearningCoach's website](#).

Applications will be reviewed on a rolling basis, and interviews may begin before the posting closes. The position will remain open until May 30, 2026. Only candidates selected for an interview will be contacted.