



Vancouver Island Community Advocate | Access DTC Program

Post Open: July 24, 2026

Post Closes: August 20, 2026

Location: Vancouver Island, BC

Category: Community and Social Services

Type: 7-month term position until March 31, 2027, with possibility of extension

Salary: \$46,400 annually (32 hours per week)

Report to: Vancouver Island Community Engagement Specialist, Access DTC Program Manager, Director of National Programs

Who We Are

Disability Alliance BC

Since 1977, Disability Alliance BC (DABC) has been a provincial, cross-disability voice in British Columbia. We are a non-profit, charitable organization that champions issues impacting the lives of people with disabilities. Our vision is for people with all disabilities to live with dignity, independence, and as equal and full participants in the community. We envision a future where people with disabilities are recognized for their inherent worth as individuals, and as valued members of society. Our mission is to promote a more inclusive and equitable society for people with all disabilities through our direct services, community partnerships, systemic advocacy, research, and publications.

Project Background

Through the Island RDSP Initiative, the Access DTC program works to reduce poverty and barriers to long-term financial stability for people with disabilities living on Vancouver Island by promoting the Disability Tax Credit (DTC) and related benefits, including the Registered Disability Savings Plan (RDSP). The RDSP is a long-term savings plan designed to help people with disabilities access significant financial savings for their future.



Job Description – Community Advocate

You will join a team of advocates, working one-on-one with people with disabilities to provide in-depth support through the DTC, RDSP, and associated benefits. You will help raise awareness about DTC and RDSP to people across Vancouver Island through the development of strategic partnerships and community outreach.

Duties & Responsibilities

Under the supervision of DABC's Director of National Programs, Access DTC Program Manager and Vancouver Island Community Engagement Specialist, the Community Advocate will:

- Provide one-on-one support (remote and in person) for people with disabilities to apply for the DTC and related benefits. Direct services will include facilitating mobile clinics across Vancouver Island and will require access to a motor vehicle to travel across Vancouver Island
- Reach out to the community using a variety of means including developing educational materials, delivering of virtual and in-person workshops, establishing new community partnerships to improve DTC/RDSP uptake for people with disabilities on Vancouver Island
- Create and deliver training modules to community service providers as well as health, educational, and financial professionals on the DTC/RDSP/related benefits to build capacity for sustained support within local communities
- Work closely with Access DTC program partners, the Island Health Authority (IHA), and community partners by attending regular internal team meetings and meetings with partners.

The successful applicant must:

- Be able to work effectively with people with disabilities
- Have a minimum 2 years combined post-secondary education and/or applicable work experience



- Have strong verbal and written communication skills and the ability to communicate complex concepts in plain language
- Be computer literate and proficient with word-processing software including the Microsoft Office Suite
- Be available for travel across Vancouver Island
- Be self-motivated, adaptable, and able to work effectively with a team
- Have excellent organizational skills
- Maintain the integrity and confidentiality of sensitive client information
- Be able to pass a criminal record check and vulnerable sector check.

The following are strong assets for this position:

- Have a driver's license and access to a motor vehicle
- Experience with disability benefits, including the DTC, RDSP, and related benefits
- Experience in the non-profit sector
- Experience with community outreach or program planning
- Experience with presenting complex information to diverse audiences
- Experience working with Adobe Creative Suite
- Strong knowledge of social media
- Experience with a disability and/or supporting people with disabilities

Salary: \$46,400 annually (32 hours per week)

This position offers the following benefits after a three-month probationary period:



- 9 days of paid vacation annually
- 10 days of paid sick leave annually
- 100% of the cost of extended health and dental care benefit premiums
- 2 weeks of paid time off during DABC's annual holiday office closure in December
- Employee wellness benefit

Working hours and location:

This is a term position until March 31, 2027, with the possibility of extension.

This position is a fully remote, part-time position at 3 days per work week, 8 hours per day (with a one-hour paid lunch break). The successful candidate will be living and working on Vancouver Island.

Commitment to Equity

DABC is committed to fostering a respectful, inclusive and equitable workplace which is representative of the community we serve. We welcome those who have demonstrated a commitment to upholding the values of inclusion, anti-ableism, anti-racism and reconciliation. Applications are encouraged from members of groups that are historically disadvantaged and underrepresented, including Indigenous persons, and people of all sexual orientations, gender expressions and identities. People with disabilities are especially encouraged to apply. Accommodations are available during the hiring process, upon request.

Importantly, we are looking for people who have a strong desire to uphold the rights and dignities of people with disabilities.

To Apply:

Please submit a resume and brief cover letter addressed to Sarah Jama, Access DTC Program Manager, sarah@dabc.ca using the subject heading



“Job Application: Vancouver Island Community Advocate”. Inquiries about this position may be emailed to the above noted email address. In the interest of fairness during the recruitment process, meeting requests regarding this position will not be granted. No phone calls or faxes please.

Applications are due no later than 11:59pm on August 20, 2026. DABC welcomes all applications; however, only shortlisted applicants will be contacted for an interview. Interviews will be conducted in September, and the position start date will be as soon as possible.

Applicants must be legally allowed to work in Canada.