



## Communications and Logistics Specialist

### POSITION DESCRIPTION

The Communications and Logistics Specialist provides administrative, communications and event logistical support for The Arc's Outreach Department. This position helps coordinate events and manages event logistics; produces and distributes related marketing communications; and tracks and enters related documentation.

The Outreach Department includes the Advocacy Team and the Information & Family Support Team. It is responsible for helping people understand, navigate, access, and improve services and supports for people with intellectual and developmental disabilities (I/DD), their families and caregivers, as well as help advocates develop skills to meaningfully engage in legislative and systems advocacy. This position supports the agency's efforts to remove barriers to social, economic, and political participation and promote the inclusion of people with I/DD.

### ORGANIZATIONAL REPORTING RELATIONSHIPS

**Department:** Outreach

**Supervisor:** Director of Advocacy

**Other key relationships:** Advocacy Team, Director of Information & Family Support, Information & Resource Team, and Parent to Parent Program team

### JOB SUMMARY

The main responsibilities of the Communications and Logistics Specialist include:

- Coordinate and staff large department events, including:
  - Annual legislative forum
  - Annual advocacy picnic and awards ceremony
  - Weekly advocacy days in Olympia
- Produce and distribute marketing materials and provide administrative support for:
  - Annual legislative forum, advocacy picnic, and weekly advocacy days
  - Monthly Creating Connections workshops
  - Community Change Champions events
  - Other workshops, training opportunities, and meetings as time allows
- Coordinate transportation and support attendees at weekly advocacy days in Olympia during the state legislative session
- Assist with related data entry and keep event documentation organized and up to date
- Assist with program reports throughout the year
- Update website and Facebook calendars
- Work closely with the Director of Advocacy and the Director of Information and Family Support, or their designees, to support outreach events



## ESSENTIAL FUNCTIONS

- Support the agency's efforts to undo ableism and institutional racism, build cultural competence, and serve an increasingly diverse population
- Understand civic engagement and demonstrate commitment to people with intellectual and developmental disabilities
- Must have excellent organizational skills and computer competencies, including ease with Microsoft Office products; the ability to post to social media; use marketing email platforms (MailChimp or similar); and work with data entry systems (Salesforce or similar). Must have working familiarity with design programs (InDesign, Photoshop, Publisher or similar)
- Must have strong communication skills, including ability to edit and produce materials
- Must be able to work with the public to develop relationships, answer questions and help them participate in events
- Must be able to manage multiple tasks: set and keep deadlines and monitor work flow
- Must be able to work independently and be flexible with clients
- Job will require occasional evening and weekend work
- Must have an inclusive vision and be a team player

## QUALIFICATIONS

Any combination of education, experience, measurable performance and work samples that demonstrates the capability to perform the duties of this position.

## PHYSICAL AND OTHER REQUIREMENTS

- Ability to work in our Seattle office, during business hours
- Ability to maintain prolonged attention and typing in an open office environment
- Strength sufficient to carry boxes of materials and display boards to external locations
- Ability to produce materials - copying, folding, etc.
- Ability to occasionally work flexible hours and days
- Ability to learn and implement State of Washington Mandatory Reporting requirements
- Demonstrated ability to work effectively with individuals of diverse economic, ethnic, and social backgrounds
- Ability to pass a criminal background check

## HOURS AND COMPENSATION

This position is part-time, 32 hours a week, with benefits. Pay range is \$17 to \$19 an hour. Competitive candidates will have at least 1 to 3 years' experience in communications, administrative support, or event coordination.