



Advocacy and Communications Specialist

Position Description

The Advocacy and Communications Specialist helps people engage in public policy and provides administrative support for The Arc's outreach department. Duties include e-news and social media management, data entry, and logistical support for advocacy events and initiatives. We are committed to racial and disability equity and value diversity.

You will work closely with the director of advocacy to support various initiatives, including:

- Community Change Champions, a peer support group for emerging activists with intellectual and developmental disabilities
- The King County Parent and Family Coalition, a grassroots advocacy program that helps families build the world they want for their loved ones
- The Inclusion Academy, a program that helps parents (and allies!) advocate for inclusive early learning opportunities and disability equity
- Investing in Student Potential, a coalition working to design systems to give every K-12 learner what they need, when they need it

This is a great opportunity for someone with at least 2 to 5 years of experience in digital or print communications and/or event management who is interested in social change and disability equity. We work on issues ranging from early learning and education, to human services, Medicaid long-term supports, health care, civil rights, and housing stability.

The outreach department includes the Advocacy, Parent to Parent, and Information & Family Support teams. It is responsible for helping people understand, navigate, access, and improve services and supports for people with intellectual and developmental disabilities (I/DD) and their families, as well as help advocates develop skills to meaningfully engage in legislative advocacy and systems change. 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.

Application Requirements

Candidates must submit a cover letter explaining their relationship to and interest in disability equity, along with 3 writing or design samples. Digital links to work are acceptable. Applications without cover letter and work samples will not be considered. We welcome and value volunteer/unpaid experience. Individuals with disabilities, or parents and family members of people with I/DD are encouraged to apply.

Submit applications to: Ramona Hattendorf, rhattendorf@arcofkingcounty.org

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 Advocacy and Communications Specialist include:

- Compiling and sending e-newsletters
- Creating print collateral for advocacy events
- Assisting with curating social media
- Assisting with web site management, such as calendar posting and content updates
- Help producing advocacy events including:
 - An annual legislative forum (November)
 - Annual advocacy picnic and awards ceremony (July)
 - Advocacy days in Olympia (Jan-March)
 - Creating Connections workshops
 - Community Change Champions events
 - Other training and civic engagement opportunities as time allows

Other duties include:

- Supporting attendees at weekly Advocacy Days in Olympia during the state legislative session, including help coordinating transportation and making appointments with legislators
- Data entry and event documentation
- Staffing the annual legislative forum and picnic; and other events as needed

Essential Functions

- Support the agency's efforts to undo ableism and institutional racism, build cultural competence, and serve an increasingly diverse population
- Promote civic engagement and demonstrate commitment to people with intellectual and developmental disabilities
- Must have an inclusive vision and be a team player
- Must have excellent organizational skills and computer competencies, including ease with Microsoft Office products; the ability to post to social media; use marketing email (Emma, MailChimp, or similar), and work with data entry systems (Salesforce or similar). Must be familiar with design programs (InDesign, Photoshop, Publisher or similar)

- Must have strong communication skills and be able to produce and distribute marketing materials
- Must be able to set and keep deadlines and monitor workflow
- Must be able to work independently and be flexible with clients
- Job will require occasional evening and weekend meetings
- The successful candidate will work primarily out of our Seattle office

Qualifications

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

Physical and Other Requirements

- 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
- 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 occasionally work flexible hours and days. Occasional evening and weekend work will be required.

Hours and Compensation

This position is full-time, with benefits (medical, dental, vision) and based in our Seattle office, but we will consider applicants interested in part-time work (32 hours/week) or flexible schedules. Pay range is \$19 to \$22 an hour, depending on experience. Competitive candidates will have at least 2 to 3 years' experience in communications, administrative support, or event coordination and have work samples to share.

An Orca pass is available to offset commute costs.