

**Community Advocacy Coordinator**

# Position Description

The Community Advocacy Coordinator helps people practice advocacy through inclusion projects and civic engagement. Part coach and part organizer, this person will work with the Inclusion Academy and King County Parent and Family Coalition to remove barriers to social, economic, and political participation and promote the inclusion of people with intellectual and/or developmental disabilities (I/DD) in all aspects of life.

# Organizational Reporting Relationships

**Department:** Advocacy

**Supervisor:** Director of Advocacy

**Key relationships:** Advocacy team (The Inclusion Academy; the King County Parent and Family Coalition; Investing in Student Potential; and Community Change Champions); Parent to Parent program; and Information & Resource Team

# Job Summary

The successful candidate can develop capacity in others to participate in civics and help foster a community of advocates. This position primarily supports families and allies of people with disabilities. Duties include:

* Support volunteers working on community projects that promote inclusion and disability equity
* Coordinate and support advocacy opportunities, such town halls, letter campaigns, public deliberation forums, or other events that facilitate civic engagement or help people develop relationships with community leaders
* Invite speakers to inform the I/DD community about important issues and facilitate discussions
* Teach people about the legislative process and how they can inform public policy
* Connect people with coalitions working on 0-3 supports, childcare, education, housing, and healthcare to build awareness of how people with I/DD and their families experience those services
* Help nurture sense of community among program participants

# Essential Functions

* Mentor and nurture leadership in others
* Model and teach advocacy skills
* Teach the basics of local, state, and federal government and ways to participate in public policy
* Learn about public policy issues that affect people with I/DD and share with others
* Communicate in a timely and thoughtful manner with program participants, community members, and civic leaders
* Support the agency’s efforts to undo ableism and institutional racism, build cultural competence, and serve an increasingly diverse population
* Complete data entry and event documentation
* Evaluate activities for effectiveness and regularly consult with supervisor
* Collaborate across teams and participate in staff events
* Be flexible and courteous with clients and community leaders

# Qualifications

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

**Minimum qualifications:**

* Experience as an advocate and familiarity with legislative processes
* Demonstrated ability in written and spoken communication and interpersonal skills
* Experience facilitating discussions and general knowledge of disability issues
* Competency with Microsoft Office products, social media platforms, database systems

**Preferred qualifications:**

* Experience supporting parent engagement
* Experience supporting people with I/DD and their families
* Experience with Washington state legislative system and ability to navigate state online resources to find data
* Familiarity with systems that people with I/DD interact with, primarily 0-3 supports; early learning; K-12; Medicaid long-term supports; housing

The ideal candidate will have at least 1 to 3 years’ experience as a community organizer or in advocacy support and have an affiliation with disability. Parents are encouraged to apply, as are individuals who experience disability. We welcome and value volunteer/unpaid experience.

# 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 work flexible hours and days. Occasional evening and weekend work will be required.
* During social distancing, ability to telecommute using Zoom or similar platforms. Once restrictions are lifted, ability to travel to our Seattle office and to community locations.

# Salary / Benefits

Hourly pay $20; 32 hours a week, with benefits. Some evening and weekend work required. This is a one-year position and may be extended if funding allows. Under COVID-19 restrictions, we are working remotely. In typical circumstances, advocacy team members mix at-home, in-community, and in-office work. We will consider applicants interested in working fewer hours.

# To Apply

Candidates must submit a resume and cover letter explaining their relationship to and interest in disability equity and experience as an advocate. Applications without cover letter will not be considered.

Individuals with disabilities, and parents and family members of people with I/DD are encouraged to apply. Submit applications (resume and cover letter) to: Ramona Hattendorf, [rhattendorf@arcofkingcounty.org](mailto:rhattendorf@arcofkingcounty.org)

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