

Communications Coordinator

Company Name: Disability Rights Iowa (www.driowa.org)
Job Title: Communications Coordinator
Location: 666 Walnut Street, Suite 1440
Des Moines, IA 50309
Opening Date: July 19th, 2021
Closing Date: August 2nd, 2021
Supervisor: Executive Director and Operations Manager
Salary: Depends on Experience; Non-Exempt

Agency Description: Disability Rights Iowa (DRI) is a well-established, innovative, legally based non-profit organization dedicated to advancing the rights of Iowans with disabilities. DRI is the federally mandated Protection and Advocacy agency (P&A) for individuals with disabilities and/or mental illness in Iowa. DRI works to achieve fairness and justice for people with disabilities through quality representation, advocacy, investigations of abuse and neglect, peer/self-advocacy services, community partnerships, regulatory advocacy work, education and outreach. DRI's legal work includes individual and impact litigation. For more information, go to www.driowa.org.

Benefits: DRI offers a comprehensive benefit plan for eligible employees. Benefits include health insurance, dental insurance, basic life, short-term and long-term disability insurance, a 403(b) retirement plan, and flexible spending accounts. Flexible spending accounts feature reimbursement for both medical and dependent care.

Time-off: DRI offers a generous holiday time off, paid sick time and vacation accrual package to full-time employees.

Communications Coordinator Job Description: Disability Rights Iowa is seeking a passionate and civil-rights oriented Communications Coordinator to support the agency's communication, outreach and programming efforts. The Communications Coordinator's primary focus will be on developing and implementing Communications, Outreach and Education programming plans focused on increasing Iowans' awareness of the work of Disability Rights Iowa, as well as providing a richer understanding of disability and disability inclusion. The Communications Coordinator will be charged with promoting positive images of disability rights and Disability Rights Iowa in the media and with the public in order to further Disability Rights Iowa goals. Website maintenance, social media, event planning and fund raising will be important parts of executing these efforts.

Job Responsibilities:

1. Coordinate and develop DRI's brand and communication strategy to support DRI's mission and vision, including creating yearly communication plans.
2. Coordinate and develop DRI's short-term and long-term strategic community outreach to support DRI's mission and vision, including creating yearly intersectional and inclusive outreach plans.
3. Networking with the disability community, stake holders, advocacy organizations, media, public services groups, etc.
4. Conduct targeted outreach and programs that support DRI's mission and vision, ensure that targeted outreach and programs are inclusive and intersectional.
5. Manage and develop new content to DRI's website to include state-wide disability rights resources, best practice guides, video series, among other web enhancements.
6. Provide valuable resources and information to the disability rights community through managing and updating DRI's social media platforms including Facebook and YouTube, provide support for management of new DRI social media platforms, i.e. LinkedIn, Twitter, Instagram, etc.
7. Oversee creation and implementation of year-round current disability rights educational programs, including identifying timely disability rights issues, speakers, program venue, coordinating, scheduling, marketing of educational program, etc.
8. Work with the Executive Director and Board to plan and implement fundraising, community and friend raising events and/or programs.
9. Provide support for fundraising activities, including but not limited to production and mailing/emailing of appeals, materials for annual fundraising gala such as press releases and sponsorship packets, and ensure accurate processing of appropriate gift acknowledgements.
10. Prepare and update DRI newsletters, informational brochures, fact sheets, press releases, relevant marketing materials, among other agency materials.
11. Represent DRI on councils, commissions, work groups and stakeholder groups, as assigned by supervisor.
12. Work in conjunction with other DRI staff on planning and developing agency priorities, goals and objectives.
13. Work in conjunction with other DRI staff in preparing annual program and federal performance reports, as assigned.
14. Attend staff meetings, team meetings and in-service training, as required by supervisor.
15. Read job-related professional articles and monitor list serves on topics related to the Communications Coordinator role.
16. Be proficient in Microsoft Office as well as have skills in creative software such as Adobe Creative Suite (InDesign, PhotoShop Illustrator) and Adobe or similar platforms.
17. Ability to travel throughout the State as needed. Working in DRI's office in Des Moines, Iowa is required.
18. Ensure work is in compliance with Agency policy and Federal Requirements.
19. Other duties as assigned.

Required Qualifications:

Bachelor's degree preferably in communications, journalism, graphic journalism, electronic media, public relations, web design, marketing or a related field that has provided the candidate relevant training and expertise for this position and proven work experience, or high school diploma and four years of experience related to disability rights communication advocacy.

1. Ability to conceptualize and develop initial and ongoing communications, social media and public relations plans;
2. Excellent written communications skills;
3. Excellent interpersonal, relationship-building and collaboration skills to be able to work with others inside and outside of the organization;
4. Experience in managing social media platforms;
5. Experience in webpage administration;
6. Experience in Adobe Creative Suite (InDesign, PhotoShop, Illustrator) and Acrobat;
7. Experience in developing and implementing training programs, educational programs and/or event planning; experience in virtual, in-person and hybrid training/events;
8. Experience in public speaking and developing effective presentations;
9. Strong organizational skills;
10. Ability to analyze complex problems and develop creative solutions;
11. Ability to be flexible to changing work assignments and processes;
12. Ability to maintain confidentiality;
13. Ability to conduct self in a professional manner;
14. Ability to maintain thorough and complete records; and
15. Ability to work independently with appropriate supervision.

Desirable Qualifications:

1. Experience with or sensitivity to individuals with disabilities and/or mental illness;
2. Experience with or sensitivity to individuals from ethnic or language-distinct communities;
3. Knowledge of laws, rights and services as they pertain to individuals with disabilities and/or mental illness;
4. Demonstrate understanding of disability rights values in daily work (self-determination, person-centered services, informed consent, equal opportunity, independence and inclusion).

How to Apply:

E-mail cover letter and resume to:

Katie Vande Vorde, Operations Manager, Disability Rights Iowa kvandevorde@driowa.org.

No phone calls please.

Disability Rights Iowa is an Equal Opportunities Employer. Disability Rights Iowa values diversity. Individuals with disabilities, people of color, LGBTQIA+ individuals and others who contribute to staff diversity are especially encouraged to apply.

DRI is committed to providing reasonable accommodations to qualified individuals with disabilities who are applicants or employees. Applicants interested in seeking reasonable accommodations for the application process please contact the Operations Manager at by emailing kvandevorde@driowa.org.

