



Job Announcement **Voting Rights Specialist**

The National Disability Rights Network (NDRN) seeks a **Voting Rights Specialist** to work with NDRN's voting team to lead our coalition work with the disability rights community around protecting voting rights, expanding voter access for people with disabilities, and building a more inclusive democracy.

Who we are:

[NDRN](#) is the nonprofit membership organization for the federally mandated Protection and Advocacy (P&A) Systems and Client Assistance Programs (CAP) for individuals with disabilities. P&As and CAPs are in all 50 states, the District of Columbia, and the U.S. territories, and there is a P&A and CAP affiliated with the American Indian Consortium in the Four Corners region. The P&A/CAP System is collectively the largest provider of legal services to persons with disabilities and are the leading experts on access to the vote for people with disabilities in the U.S.

NDRN provides membership benefits to P&A/CAP agencies and associate members, and is involved in public policy efforts to create a society in which people with disabilities are afforded equal opportunity and are able to fully participate by exercising choice and self-determination. NDRN also provides training, technical assistance, and legal support to the P&A/CAP agencies through its Training and Technical Assistance Support Center (TASC). For more information about NDRN and TASC visit www.ndrn.org.

Responsibilities:

- Develop a strategic plan for long term growth and sustainability of the National Coalition on Accessible Voting, in close collaboration with coalition partners.

- Develop an identifiable brand for the National Coalition on Accessible Voting to build its influence in the voting rights sphere, working in close consultation with NDRN's communications team, including the coalition website.
- Draft and circulate coalition materials that include but are not limited to position statements, sign on letters, and policy recommendations, in collaboration with coalition partners and NDRN's public policy department.
- Assume responsibility for daily management of the National Coalition on Accessible Voting, including coordination and planning of regular coalition and steering committee meetings, maintenance of coalition list-serves, and processes for coalition membership.
- Develop materials, resources, and events around voting rights and the disability vote.
- Coordinate NDRN's participation in coalition-based efforts by working in close collaboration with the Voter Access & Engagement Manager.
- Work in close collaboration across projects with NDRN's Voting Team, comprised of staff from the Legal, Public Policy, and Communications Units.

Required Qualifications:

- Bachelor's degree and/or experience equivalent to a four-year college degree in public policy, communications, social sciences, or a related field.
- Knowledge of issues and concerns related to the disability community, disability rights, voting rights, and electoral systems.
- Demonstrated commitment to civil rights and social justice.
- Ability to communicate effectively in writing and orally.
- Ability to research and analyze policy issues and legislation, especially involving people with disabilities.
- Demonstrated interpersonal skills including, but not limited to, sensitivity to other people and the ability to work effectively in coalition with other non-profit groups.
- Ability to work well in a team environment.
- Demonstrated administrative skills and familiarity with Microsoft Office programs (Outlook, Word, Access, Excel, and PowerPoint).

Preferred Qualifications:

- Experience working in community organizing or coalition building within a civil rights movement.
- Experience working in voting rights, disability rights, or a related field.
- Knowledge of the Protection and Advocacy (P&A) System.
- Demonstrated commitment to the potential contributions of individuals with disabilities and to efforts to make possible the realization of that potential.

The position requires some travel and occasional work on weekends. The position will be located at NDRN's office in Washington, D.C.

Compensation and Benefits:

NDRN offers a competitive salary, based on experience. Benefits include: health plan, flexible spending account, transit and parking benefits, 403(b) retirement plan, paid vacation and sick leave, and at least ten paid holidays.

The **salary range** for this position is \$60,000 to \$69,000.

How To Apply:

Submit a cover letter and resume attention: Michelle Bishop, Voter Access and Engagement Manager. See date below for more information on NDRN's dates for reviewing applications.

E-mail to: LegalUnitPosition@ndrn.org (**Subject:** Voting Rights Specialist); or

Mail to: 820 First Street, NE, Suite 740, Washington, DC 20002.

No phone calls please.

Candidates will be selected for consideration **on a rolling basis beginning on June 13, 2022, but applications must be received by no later than June 21, 2022.** Candidates selected for an interview will be required to submit a writing sample.

NDRN is an equal opportunity/affirmative action employer. Qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, gender identity, disability or protected veteran status.

Persons from diverse racial and ethnic backgrounds, and persons with disabilities are strongly encouraged to apply.

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