



Job Announcement – Community Relations Specialist

Who We Are: NDRN is the nonprofit membership organization for the congressionally mandated, disability rights agencies known as the Protection and Advocacy (P&A) Systems and Client Assistance Programs (CAP). P&A agencies provide legal representation and other advocacy services, under federal laws, to all people with disabilities. NDRN provides training, technical assistance, and legal support to the P&A agencies. NDRN is also involved in legislative advocacy in Washington, DC to strengthen the laws and policies impacting people with disabilities and the P&A/CAP programs. For more information on our organization go to www.ndrn.org.

Who We are Looking for: NDRN is seeking an experienced Community Relations Specialist to help our members nurture meaningful relationships with key individuals, communities, volunteers, and stakeholders, and grow the reputation of the disability rights network through high quality and reliable information, education, and outreach.

Responsibilities include:

Training and Technical Assistance

1. Provide technical assistance and develop training and resources for the mental health advisory councils (PAIMI Councils) who are charged with providing P&As with guidance and information about issues relating to individuals with psychiatric disabilities; identify best

practices; develop and advise on council projects; coordinate networking opportunities; and support P&A staff working with councils.

2. Provide technical assistance and develop training and resources on issues regarding information and referral strategies (I&R); identify best practices in I&R service techniques; coordinate networking opportunities for I&R staff; identify experts in the field.
3. Develop, coordinate, and conduct trainings to enhance the community education and outreach efforts of P&As/CAPs, outreach to historically underrepresented communities, and peer self-advocacy training.
4. Provide staff support for committees of P&A agency staff devoted to making recommendations to NDRN on training, technical assistance, and resources for areas of focus.

Public Relations

1. Draft and distribute various content pieces for NDRN that promote the work of the network and educate the public about disability rights issues.
2. At the request of the management team, represent NDRN in coalitions, advisory committees, in Congress and the Administration, and at stakeholder meetings.
3. Provide training to the public, coalition partners, businesses and other organizations on disability rights, disability etiquette, and accessibility.

Qualifications:

- 3-5 years' experience working in community relations or advocacy for a P&A or at a similar disability-focused organization.

- Experience working with people with a mental health diagnosis, self-advocates, and other people with disabilities.
- Experience leading trainings and public speaking.
- Demonstrated experience relating well to people from varied backgrounds and different situations.
- Demonstrated sensitivity to individual diversity and responding appropriately to individual needs and feelings
- Demonstrated project management skills.
- Proficient with Microsoft Office Suite.
- Excellent written and verbal communication skills.

Compensation, Benefits, Work Environment

NDRN offers a competitive salary, based on experience. The salary range for this position is \$65,000 to \$75,000 per year, based on experience. Benefits include health plan; Flexible Spending Account; transit and parking benefits; 403(b) retirement plan; paid vacation/sick leave; 11 paid holidays; and an onsite gym.

While the majority of our work occurs during normal business hours and NDRN strives to maintain a reasonable work/life balance, employees may be asked to travel or work extended hours at certain times of the year.

Preference is for candidates located in or willing to relocate to Washington, DC to work in our national headquarters but consideration will be given to candidates seeking full-time telework.

How To Apply

Interested individuals should submit a cover letter and resume to the attention of David Card, Deputy Executive Director of External Relations, via e-mail at david.card@ndrn.org, Subject: Community Relations Specialist or via U.S. Postal Service to NDRN, 820 First Street, NE, Suite 740, Washington, DC 20002. Applications must be submitted by the close of business December 31st.

NDRN is an equal opportunity/affirmative action employer, and we prohibit discrimination and harassment of any kind. We celebrate diversity and are committed to creating an inclusive environment for all employees.