



## **Job Announcement**

### **Voter Engagement Specialist**

The [National Disability Rights Network](#) (NDRN) is seeking a **Voter Engagement Specialist** to work with NDRN's voting team to increase engagement and enthusiasm among voters with disabilities to prepare for and participate in the electoral process, while changing the public narrative around disability and voter participation.

#### **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 training, technical assistance, and legal support to the P&A agencies and is also involved in legislative advocacy 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.

#### **Responsibilities:**

- Develop a non-partisan messaging campaign to directly engage people with disabilities and increase their voter participation, garnering input from the P&A agencies, partner organizations, and relevant stakeholders.
- Disseminate the campaign nationwide by creating new products and social media assets for the P&A agencies and other disability rights and civil rights organizations, in close collaboration with the NDRN Communications Team.

- Actively pursue press contacts to place non-partisan messaging on the disability vote in mainstream media.
- Participate in voter engagement collaborations in the civil rights community to integrate disability into their outreach, including but not limited to National Voter Registration Day, Vote Early Day, All Voting is Local, and When We All Vote.
- Enhance disability rights voter engagement efforts in collaboration with National Disability Voter Registration Week, the REV UP campaign, and similar efforts.
- Develop new and expand existing collaborations with civil and voting rights organizations and other relevant stakeholders.
- Work in close collaboration across projects with NDRN's Voting Team, comprised of staff from the Legal, Public Policy, and Communications Units.
- Provide specialized training and technical assistance to the P&A agencies to enhance their voter engagement efforts as necessary.

**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.
- Effective communication skills, including writing skills.
- Ability to research and analyze issues and facilitate the development of creative solutions for messaging get out the vote efforts, 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 elections administration, non-partisan get out the vote campaigns, or a related field.
- Background in voter and public opinion polling and analysis.
- Knowledge of the Protection and Advocacy (P&A) System.
- Experience developing marketing or outreach campaigns directed towards persons with disabilities.
- Demonstrated commitment to the potential contributions of individuals with disabilities and to efforts to make possible the realization of that potential.

**Location and Travel:**

Location: Washington D.C.

NDRN follows a hybrid work structure where employees can work remotely or from the office, as needed, based on demands of specific tasks. Working from the office is encouraged, and may be required, when working on tasks that require a high degree of collaboration or in-person meetings.

The position requires some travel and occasional work on weekends.

**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, resume, and salary requirements attention: David Hutt, Deputy Executive Director for Legal Services.** See closing date below for more information on NDRN's dates for reviewing applications.

**E-mail to: [LegalUnitPosition@ndrn.org](mailto:LegalUnitPosition@ndrn.org) (Subject: Voter Engagement Position); or**

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

No phone calls please.

**Closing date:**

Candidates will be selected for consideration **on a rolling basis beginning on January 17, 2023.**

**No application will be considered after February 9, 2023.**

Candidates selected for an interview will be required to submit a writing sample.

**Reasonable Accommodations:**

NDRN provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application or hiring process, please notify us at [hr@ndrn.org](mailto:hr@ndrn.org).

**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. 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.**