Please apply online on our DRTx careers website.

Disability Rights Texas is committed to safeguarding the right to vote and promoting inclusive civic engagement for persons with disabilities and people living in underserved communities. This new position will focus on overcoming barriers to voting and educating persons with disabilities about voting rights. The work will be conducted in Harris, Fort Bend, Galveston, and Montgomery County. We're focusing on targeted outreach, community organizing, and providing accurate information and educational resources on voting rights to ensure equal access to the voting process for persons with disabilities.

**Position Summary**

The **Community Engagement Specialist** (Specialist) coordinates initiatives and community organizing plans designed to inspire, support and sustain engagement by local community champions, leaders, and influencers with disabilities in local issues and in the voting process. The Specialist will identify community groups, neighborhoods and organizations to focus education, training, leadership development and organizing activities.

This position is a full-time, time limited position that offers a generous benefits package including health and dental insurance, employer 401K contributions, and more. Applicants must live in one of the Texas counties to be considered for this position: Harris, Fort Bend, Galveston or Montgomery. The position will end on October 30, 2026.

**Physical/Mental Requirements**
1. Uses personal computer approximately 7-8 hours per day.
2. Spends approximately 1-3 hours per week in meetings.
3. Sits approximately 7-8 hours per day.
4. Requires working under a moderate degree of stress (time constraints; deadlines; complex issues; and conflict resolution).
5. Moderate travel, generally local. (35-40% of time)

**Essential Functions**

1. Develop and maintain collaborative, cooperative relationships with internal and external stakeholders, including local organizations, disability advocates and community leaders.
2. Develop and deliver education and training sessions focused on voter rights and federal language access rights content.
3. Develop self-advocacy tools and information on voting rights and requirements.
4. Develop accessible information and resources, and coordinate the provision of these resources in multiple languages.
5. Coordinate and lead community organizing events.
6. Research and identify accessible venues.
7. Prepare pre and post surveys to use with participants.
8. Assist in the implementation of public policy strategies to address barriers to voting and voting rights violations in collaboration with the Voting Rights Policy Specialist.
9. Coordinate and arrange transportation or other means to assure voters with disabilities can vote.
10. Identify and document barriers experienced by voters with disabilities in the project counties.
11. Monitor impact of voting laws on voters with disabilities in the project counties.
12. Review voter information and other public materials from the election office(s) for compliance with disability accessibility laws and educate County election administrators about any violations.
13. Apply the principles of the organization’s vision and values in all work-related business and interactions.
14. Perform other duties as requested or required.

**Required Qualifications**

1. A minimum of six (6) years* previous related experience with demonstrated success working with underserved populations or communities. (*two years acceptable with a Bachelor’s degree in a relevant field.)
2. Prior experience and current working knowledge of community relations and organizing in the targeted communities.

3. Strong interpersonal skills with the ability to communicate and work with people with disabilities from diverse racial, ethnic, socioeconomic, and gender-diverse communities.

4. Strong desire and ability to effectively work with people from diverse backgrounds, including disabilities, age, race, ethnicity, gender identity, and lived experiences.

5. Ability to successfully navigate challenging conversations among diverse groups and build consensus.

6. Strong organizational skills and ability to manage multiple priorities at once.

7. Ability to develop and conduct presentations and training sessions.

8. Ability to develop and conduct presentations and training sessions.

9. Ability to work well independently and as a member of a highly integrated and diverse team.

10. Demonstrated ability to solve problems and manage conflict.

11. Knowledge of disability issues and current events relating to persons with disabilities.

12. Functional knowledge of Microsoft Outlook and Word.

13. High level of commitment to service excellence plus high degrees of integrity, ethics and judgment.

**Preferred Qualifications**

1. Demonstrated success working with persons with disabilities and persons in underserved communities.

2. Bilingual in English/Spanish, English/Vietnamese or English/American Sign Language in both written and oral.