Job Announcement – Communication Specialist

The National Disability Rights Network (NDRN) in Washington, D.C., is seeking a Communication Specialist to join its growing External Relations team. This position will focus on creating content for NDRN’s digital assets (website, social media, video) through creative storytelling that captures the experiences of people with disabilities and the disability rights movement. The position also supports the broader work of the External Relations team including developing training, technical assistance, and resources for NDRN’s members. **This is a 3-year grant funded project with no guarantee of continued employment upon completion.**

**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 exist in all 50 states, the District of Columbia, the five U.S. territories, and one 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 in the U.S.

NDRN provides training, technical assistance, and legal support to the P&A agencies, and undertakes legislative advocacy to create a society in which people with disabilities are afforded equal opportunity and can fully participate by exercising choice and self-determination.

**Primary Project Details:** The primary project this position will support is to educate the disability community about the issue of “Medicaid Unwinding.” Following the end of the COVID-19 public health emergency, many individuals lost Medicaid coverage because of errors or a failure to understand the redetermination process. NDRN seeks to provide...
information to individuals with disabilities, coalition partners, legal and peer advocates and others about how those who have been recently disenrolled or are in danger of disenrollment from Medicaid, may protect or restore their access to this significant benefit using supported decision-making (SDM).

Responsibilities include:

- Working closely with NDRN’sExternal Relations team and subject matter experts, develop story ideas, and write scripts and narratives to promote disability voices from the P&A network and the disability community.
- Operate video equipment including camera, audio, and lighting.
- Edit video and manage final production including captioning and other accessibility requirements.
- Support podcast production including identifying topics, scripting, recording, editing, and distributing.
- Contribute to NDRN’s social media channels including making status updates, managing follower engagement, monitoring and responding to comments.
- Identify and develop new content for NDRN’s website; create graphics; assist with updating and maintaining NDRN’s current website content.
- Contribute to NDRN’s written content including press releases, statements, reports, talking points, and other messaging documents.
- Provide training, technical assistance, and develop resources for NDRN member agencies.
- Support efforts to increase visibility of NDRN and the work of the P&A/CAP network and position the association as a key voice on disability-related issues.
- Assist with production of press releases, reports, talking points.
• Ensure grant deliverables are completed on time.

Qualifications
• Bachelor’s degree in journalism, communications, public relations, or related field.
• 3-5 years of experience in a similar position. Recent college graduates with exceptional qualifications will be considered.
• Exceptional writing ability with demonstrated experience translating complicated topics into clear and compelling text.
• Experience with Microsoft Office Suite, WordPress content management system and basic HTML.
• Video scripting, filming, editing experience and the ability to carry, lift and setup video equipment (see accommodation statement below).
• Basic graphic design skills, including proficiency in Adobe design software.
• Direct experience working with people with disabilities (especially people with intellectual or developmental disabilities), knowledge of or experience working with Protection and Advocacy agencies.
• Demonstrated commitment to supporting the civil and human rights of citizens with disabilities.

Compensation and Benefits
NDRN offers a competitive salary based on experience. Benefits include a 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 $65,000 to $75,000.

Location and Travel
Washington, D.C., however, NDRN will consider fully remote applicants for this position working outside of the Metro D.C. area.

If the candidate selected is from outside of the Metro D.C. area, the person will work remotely, compensated for travel to our office for onboarding purposes, company-wide strategic planning sessions, and annual conference. We provide technology to support your work.

The position requires some travel and occasional work on evenings or weekends.

**How To Apply**

Interested individuals should email a cover letter and resume to David Card at david.card@ndrn.org with the subject line: Communication Specialist Position, or mail to NDRN, 820 First Street, NE, Suite 740, Washington, DC 20002. Applications must be submitted by the close of business August 31st.

**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.

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.