

**Job Title: Community Engagement Specialist**

Disability Rights Ohio is a nonprofit organization committed to advocating for an equitable Ohio for people with disabilities. We provide a collaborative, supportive, mission-focused work environment. With a 35-hour work week, flexible scheduling, remote work opportunities, paid holidays, and generous paid time off, our organization promotes a healthy work-life balance. Our team members enjoy competitive health, vision, and dental insurance, along with a matching 401K plan.

**Position Summary:**

To coordinate and support advocates with disabilities throughout the state and efforts made to increase the visibility of DRO's programs and community awareness.

**Core Functions:****Empowerment and Support:**

1. Empower and support advocates with disabilities to be engaged in policy and advocacy work
2. Coordinate and facilitate self-advocacy meetings.
3. Actively participate in community advocacy and coalition activities.
4. Communicate with advocates with disabilities on various outreach, education and funding opportunities on a regular basis.

**Administrative Support**

1. Develop and maintain a database for advocates with disabilities.
2. Perform other duties as assigned.
3. Work to outline, research, and develop any relevant material to increase advocate support.

**Communication and Community Advancement:**

1. Represent positions and interests on issues before government agencies, coalitions, and public bodies.
2. Communicate to advocates with disabilities about ongoing policy proposals including legislation and administrative rules
3. Provide engaging educational webinars and training programs

**Skills Needed**

1. Ability to plan and organize events and meetings.
2. Basic understanding of the Ohio Legislative Process
3. Basic understanding of Ohio's disability services systems (developmental disabilities, Medicaid, mental health, etc.)
4. Knowledge and ability to use Microsoft Word, Excel, Outlook and other computer software.
5. Strong commitment to DRO's mission and the needs of individuals with disabilities.
6. Ability to maintain confidentiality and be discreet with highly sensitive and confidential information.
7. Strong and effective writing and verbal communication skills, including the ability to communicate in a concise manner.
8. Ability to travel.
9. Ability to work independently with little supervision.
10. Reliability and ability to work a flexible schedule to accommodate meetings, events and other work duties.

**Minimum Qualifications**

1. At least two years working with organizing advocates with disabilities (required)
2. Bachelor's Degree (preferred)

### **Desired Abilities**

1. A candidate having lived experience accessing disability services (e.g., DD or mental health) in one or more systems.
2. Understanding of issues impacting people with disabilities.
3. Exercises sound judgement and effective communication methods for a variety of individuals.

\*\*\* Please note that DRO does not require any candidates to disclose a disability recognized by the ADA. This job directly pertains to connecting with individuals with disabilities or advocating on their behalf, so any candidate who has had direct experience to receive disability services are strongly encouraged to apply.

Pay: Starting \$27.46 hour, increases based on experience.

Schedule: Monday to Friday

Work Location: Hybrid

Job Type: Full-time 35 hours per week

Benefits:

- 401(k)
- 401(k) matching
- Paid - Dental insurance, Vision insurance, Life insurance,
- Health insurance
- Generous Paid time off
- 14 Paid Holidays
- Parental Leave

**Qualified candidates should submit a cover letter and resume to [HR@disabilityrightsohio.org](mailto:HR@disabilityrightsohio.org).**