

POSITION: Policy and Outreach Specialist

REPORTS TO: Policy Director

FLSA STATUS: Non-Exempt

Position Summary:

To coordinate outreach initiatives, analyze systemic barriers, and advance strategies that promote disability rights.

Core Functions:

Policy and Systems Analysis:

1. Analyze trends, data, and community input to identify barriers impacting the participation and inclusion of people with disabilities.
2. Develop policy recommendations and advocacy strategies informed by outreach findings and stakeholder feedback.
3. Support research and data collection related to disability rights, civic engagement, and access to services.
4. Prepare policy memos, reports, and communications to inform internal teams and external partners.

Outreach and Engagement Coordination:

1. Facilitate outreach efforts to expand awareness of DRO's policy and advocacy work, including initiatives focused on civic participation and voting access.
2. Build and maintain relationships with community partners, advocates, and organizations serving people with disabilities.
3. Coordinate participation in community events, trainings, and meetings to gather input and promote engagement in policy efforts.
4. Track and document outreach activities and outcomes to inform ongoing policy development.

Community and Coalition Support:

1. Facilitate engagement with community coalitions and stakeholder groups to advance shared advocacy goals.
2. Represent DRO at external meetings, coalitions, and community events to communicate policy positions and gather stakeholder perspectives.

Skills Needed:

1. Strong policy research and analytical skills.
2. Ability to synthesize complex information and communicate it clearly in writing and verbally.
3. Knowledge of Ohio's voting system and disability policy landscape.
4. Ability to plan, organize, and coordinate meetings and outreach events.
5. Proficiency with Microsoft Word, Excel, Outlook, and other data management tools.
6. Strong commitment to DRO's mission and the rights of individuals with disabilities.
7. Ability to maintain confidentiality and handle sensitive information appropriately.
8. Excellent interpersonal skills and ability to work collaboratively with diverse stakeholders.

9. Ability to travel within Ohio and work flexible hours to accommodate meetings and events.
10. Ability to work independently with minimal supervision.

Minimum Qualifications:

1. Bachelor's degree in public policy, political science, social work, or related field (preferred).
2. At least two years of experience in policy analysis, research, or community engagement (required).

Desired Abilities:

1. Lived experience as a person with a disability or experience accessing disability services.
2. Understanding of issues affecting people with disabilities across Ohio systems (e.g., developmental disabilities, mental health, Medicaid, voting).
3. Demonstrated ability to translate community perspectives into actionable policy insights.
4. Strong judgment, strategic thinking, and effective communication methods for a variety of audiences.