



DISABILITY RIGHTS CENTER - NH

Advocating for the legal rights of persons with disabilities

Position Title: Communications Specialist

Job Type: Part Time Exempt (15-20 hours per week)

The general responsibility of the Communications Specialist is to raise awareness of the work of DRC-NH among people with disabilities, family members, donors and the general public.

For more information on the work of Disability Rights Center – New Hampshire, visit www.drcnh.org.

Responsibilities

1. Ensure DRC-NH's website, publications and other written communications are accurate and up to date, in consultation with DRC-NH's Executive Director and other assigned staff.
2. Oversee the development and distribution of DRC-NH's publications including the RAP Sheet and DRC-NH's e-news.
3. Assist the Executive Director in gathering community input to be used in the development of DRC-NH's priorities and plan.
4. Coordinate DRC-NH's outreach and training efforts to educate individuals with disabilities, families, and providers about the rights and needs of individuals with disabilities. Conduct outreach and training events as appropriate.
5. Ensure DRC's outreach, publicity and marketing efforts are considered in DRC-NH's systems change efforts.
6. Ensure that DRC-NH's services are accessible to culturally diverse groups and underserved populations.
7. Support DRC-NH's fundraising efforts as assigned.
8. Support people with disabilities to advocate for themselves and others.

9. Attend meetings of consumer groups, service-providers, and other appropriate bodies as requested including groups and organizations of people with disabilities which promote self-advocacy.
10. Document activities in accordance with agency policies.
11. Perform other duties as required.

Qualifications

1. Bachelors' degree or equivalent work experience required. Master's Degree or experience in public relations, communications, outreach, marketing, journalism or related experience preferred.
2. Demonstrated commitment to civil rights. Understanding of New Hampshire's disability services and communities and demonstrated commitment to self-advocacy by people with disabilities preferred.
3. Ability to synthesize complex information and communicate clearly and concisely both in writing and orally for the media and the general public. Experience in public speaking preferred.
4. Experience performing complex assignments, prioritizing multiple tasks, meeting deadlines, working well under pressure and maintaining confidentiality.
5. Demonstrated ability to effectively work independently and in a team environment.
6. Dependable automobile, valid driver's license and current liability insurance.
7. Willingness to travel, including occasional overnight and out of state travel.
8. Willingness to work in the evenings or on weekends, when necessary.

DRC-NH values diversity in the workplace. DRC-NH is an equal opportunity employer and persons with disabilities are encouraged to apply.

Salary based on experience.

Application Process

To apply, send resume and cover letter detailing your commitment to disability rights and interest in the position to hr@drcnh.org. Please note the title of the position for which you are applying in the subject line of the email.

Note: DRC-NH is currently advertising for two part-time positions (Institutional Rights Monitor and Communications Specialist) but will consider hiring one full time person for a combined position. If interested, please note in your cover letter.

Disclaimer

The purpose of this position description is to serve as a general summary and overview of the major duties and responsibilities of the job. It is not intended to represent the entirety of the job nor is it intended to be all-inclusive. Management reserves the right to modify, or rescind this position description at any time, with or without prior notice.