



DISABILITY RIGHTS

PENNSYLVANIA

Disability Rights Pennsylvania
301 Chestnut Street, Suite 300
Harrisburg, PA 17101
(800) 692-7443 (Voice)
(877) 375-7139 (TDD)
www.disabilityrightspa.org

Position: Communications and Outreach Manager

Reports To: Director of Government Affairs

Location: Any DRP office (Harrisburg, Pittsburgh, Philadelphia). Currently remote position due to COVID-19.

Position Purpose and Objectives:

Disability Rights Pennsylvania (DRP) is accepting applications for a full-time Communications and Outreach Manager. This position supports the mission, vision and accomplishments of DRP. DRP's Communications and Outreach Manager is responsible marketing DRP to donors, legislators, and its diverse demographic, racial and ethnic disability communities by writing press releases, newsletters, reports, brochures, annual reports and social media content. The Manager will also coordinate all outreach and training opportunities.

DRP is a private, nonprofit organization with its headquarters in Harrisburg, Pennsylvania. Since 1977, DRP has operated under the authority of eight (8) federal statutes and regulations and is funded largely through federal appropriations. These federal programs exist to protect people with disabilities against abuse, neglect, and to provide legal and advocacy assistance to those whose rights are threatened or violated in areas like special education, housing, public access, employment, waiver services, and more.

DRP is part of a national system of protection and advocacy agencies created by Congress in the early 1970's to stop abuse and neglect. To learn more about the protection and advocacy network, visit www.ndrn.org.

DRP's services are statewide and available without cost to persons with disabilities who fall into its annual program goals and objectives. To learn more about DRP, visit www.disabilityrightspa.org.

Protecting and advancing the rights of people with disabilities

DRP protects and advocates for the rights of people with disabilities so that they may live the lives they choose, free from abuse, neglect, discrimination, and segregation. For over forty-five (45) years, DRP has offered free legal, advocacy, policy, training, outreach, and information and referral to address direct, as well as underlying causes, of discrimination, abuse, neglect, and segregation.

Physical/Mental Requirements:

1. Uses personal computer approximately 4-6 hours per day.
2. Spends approximately 1-2 hours per day in meetings.
3. Sits approximately 6-7.5 hours per day.
4. Spends approximately 1-2 hours per day on the phone.
5. Requires working under a moderate degree of stress (time constraints; deadlines; research, writing, and multi-tasking high-level projects and issues).

Essential Functions:

Work with DRP's Director of Government Affairs, Board of Directors, and management team to develop communications strategy and write content that promotes DRP's work to diverse audiences.

Ensures dissemination of organizational messages in a timely manner through press, website, social media, and other channels as appropriate.

Write and oversee creation of newsletters, annual reports, brochures, and other content for DRP that promote DRP, its accomplishments, and its services.

Ensure all material conforms to editorial and disability etiquette.

Create internal and external content working collaboratively with key staff.

Work directly with independent vendors to attain graphic design, printing, and other related services.

Maintain DRP's social media channels and regularly update content, monitor traffic, address technical issues, and report quarterly to the Board on increased traffic through those channels.

Work in conjunction with Director of Government Affairs, CEO and management team on crisis management.

Receive all press inquiries and respond in a timely fashion either individually or with key staff.

Build and maintain solid partnerships with internal and external stakeholders.

Receive all requests for outreach and training. Send requests to staff for implementation. Track and report on outreach efforts.

Update contact databases.

Track media coverage and report to the Board of Directors on coverage.

Develops an understanding of short- and long-term communication and outreach initiatives and strategic goals.

Other duties as assigned.

QUALIFICATIONS

- Thorough knowledge of Microsoft Office.
- Knowledge of or ability to learn other communication software products like SALSA Labs, Meltwater, etc.
- Ability to communicate effectively, orally and in writing.
- Photography.
- Strong media contacts.
- Skilled with on-camera, written, and audio interviews.
- Ability to organize and prioritize tasks.
- Ability to work independently and cooperatively.
- Ability to adapt and respond to multiple priorities and demands with varying deadlines.
- Quick learner, flexible, and willingness to take initiative to complete projects in a timely manner.
- Detail oriented.
- Knowledge of and commitment to the civil rights of people with disabilities.
- Minimum of a BA and 5 years of experience developing and implementing communication strategies that have had a focus on human rights or demonstrating a combination of related skills and education.

WORK PERFORMED

Duties will be performed during office hours remotely and in one of DRP's offices. Some travel and evening hours may be required.

SALARY AND BENEFITS

\$65,000 to \$80,000 contingent on experience. Generous benefits package including health, dental, life and disability insurance, 401k benefits, sick and vacation time, holiday pay. This position is exempt from the FLSA.

To apply, please submit a letter of interest and resume to smoore@disabilityrightspa.org with "Communications Manager" in the subject line.

Disability Rights Pennsylvania is an equal employment opportunity employer which does not discriminate on the basis of race, color, religion/creed, sex, disability, genetic disability, marital status, age, pregnancy, national origin, ancestry, sexual orientation or gender identity, possession of a General Education Development Certificate as compared to a high school diploma, veteran status, or any other legally protected status.

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.

Updated: February 10, 2022