

**Position:** Policy and Communications Associate

**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 Policy and Communications Associate. This position is a 2-year grant funded position. The Policy and Communications Associate will work on a new opportunity to expand and sustain the public health workforce. The Policy and Communications Associate will be involved in policy advocacy and will also support communications work. The grant focuses on recruitment and retention of public health workers to respond to the pandemic and to prepare for future public health challenges. This is an exciting opportunity to advocate and work on increasing the support of wages and benefits of public health professionals within the disability network to support the needs of individuals with disabilities. This position supports the mission, vision and accomplishments of DRP.

DRP 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](http://www.ndrn.org).

DRP's services are statewide and available without costs to persons with disabilities who fall into its annual program goals and objectives. To learn more about DRP, visit [www.disabilityrightspa.org](http://www.disabilityrightspa.org).

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 projects and issues).

**Essential Functions:**

Work with DRP's Director of Government Affairs and management team to develop strategy and content that meets the grant requirements.

Organizes and participates in meetings with Government agencies and disability community stakeholders to advocate to policies that increase the public health workforce.

In collaboration with the Communications and Outreach Manager, create organizational messages and publications and social media content. Disseminate timely through press, website, social media, and other channels as appropriate.

Prepare and conduct presentations as necessary.

Conduct policy research and prepare memos and other research documents for Director of Government Affairs and management team. Create and write content for the grant, such as White Papers to promote recommendations to increase the public health workforce.

Create internal and external content working collaboratively with key staff.

Builds and maintains solid partnerships with internal and external stakeholders.

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.

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 Bachelor's Degree, a Master's of Public Health, Master's of Public Policy, or Master's of Public Administration preferred. Zero to 3 years experience.

## **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**

Salary \$25.15-\$30.25 contingent on experience based on a 37.5 hour work week. Generous benefits package including health, dental, life and disability insurance, 401k benefits, sick and vacation time, holiday pay.

To apply, please submit a letter of interest and resume to [policyadvocate@disabilityrightspa.org](mailto:policyadvocate@disabilityrightspa.org).

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