



### **COMMUNITY ENGAGEMENT COORDINATOR**

Disability Rights Maryland (DRM), a private, non-profit law firm, is a leader in disability rights providing free legal services and advocacy to persons with disabilities in Maryland.

We seek a civil rights-oriented Community Engagement Coordinator to support our goal of advancing civil and human rights. The ideal candidate will share DRM's values and commitment to the fundamental rights of people with disabilities to maintain independence and full access to community life with freedom from abuse and discrimination.

Our team is committed to the well-being of the communities we serve and one another. Our workplace is flexible and we place a high value on diversity and inclusion, both as an organization and individually. Please join us!

The Community Engagement Coordinator will conduct community outreach regarding voting rights for people with disabilities in various settings as part of DRM's Helping America Vote Act (HAVA) program to improve participation in the election process for individuals with disabilities, and will work closely with and under the supervision of a DRM attorney. Prior electoral process experience is preferred. Reliable access to a vehicle is critical, as this position requires travel throughout Maryland.

#### **Responsibilities Include:**

- Revise and update a presentation about the importance of voting and issues affecting voters with disabilities, including accessibility issues that may confront voters with various disabilities;
- Identify and connect with programs statewide that serve individuals with disabilities to provide information about the voter information and registration activities that DRM can provide;
- Coordinate voter information and registration events with organizations that serve individuals with disabilities; attend meetings, outreach and community events to provide voter registration opportunities and information about the rights of voters with disabilities;
- Ensure that the proper voter registration forms are sent to the appropriate local board of elections for processing and conduct other administrative duties;
- Assist in publicizing DRM's voter hotline and help staff the hotline on Election Day.

1500 Union Avenue, Suite 2000 • Baltimore, Maryland 21211

Phone: 410-727-6352 • TTY: 443-285-5387 • Fax: 410-727-6389 • [www.DisabilityRightsMD.org](http://www.DisabilityRightsMD.org)

**Minimum Qualifications:**

- Ability to relate respectfully to people with disabilities. Experience working with and/or sensitivity to persons with disabilities and from diverse communities.
- Comfort presenting to large and small groups of people.
- Excellent attention to detail in work product.
- Ability to work independently, successfully manage multiple work priorities and work under deadlines.
- Strong interpersonal skills. Ability to establish and maintain effective working relationships and collaborate with DRM staff and colleagues in a team environment.
- Ability to maintain confidentiality and exercise sound judgment in the handling of all advocacy activities.
- Computer literacy and proficiency with software utilized to carry out job functions.
- Access to reliable transportation for travel throughout the State of Maryland.
- Strong commitment to DRM's core mission of ensuring the rights of people with disabilities to self-determination, freedom from harm, due process protections, and to participate fully in community life with meaningful choices and opportunities.

**Preferred Qualifications:**

- Bachelor's degree.
- Academic experience in a relevant field is preferable, including social work, public policy, elections and campaigning, public health, disability rights, and legal studies.
- Relevant experience is strongly preferred, particularly experience with people who have disabilities, conducting investigations and interviews, community-based services, experience with systemic public policy advocacy with state agencies, working in coalitions, and prior electoral experience.
- Strong writing skills and excellent customer service skills.
- Experience working directly with persons with disabilities.
- A demonstrated interest or background in public interest work, particularly related to disability rights issues.
- Life experience with a disability.
- Fluency in American Sign Language or Spanish.

**Salary and Benefits:**

Competitive, depending on experience. The annual salary range for an advocate with a Bachelor's degree and 0-5 years' experience is between \$43,603 and \$48,553 with increases for additional education level, experience, and special skills. DRM offers a generous benefits package which includes excellent medical insurance, employer-paid dental, prescription, vision, life, and disability insurance, as well as pre-tax savings plans, a retirement savings opportunity with generous employer contributions, and a telecommuting policy. DRM offers employee reimbursement for some or all of the cost of spouse or partner-paid health insurance premiums up to an established maximum amount. DRM also offers generous paid time off, including vacation, holidays, sick time, and more.

While DRM can offer some flexibility in hours and days of work, generally the work hours will be Monday through Friday, 9 am to 5 pm. Remote work must be conducted within the State of MD. Occasional evenings and weekend work may be required. This announcement can also be found at <https://disabilityrightsmd.org/careers/>.

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**To Apply:**

E-mail resume, cover letter, a writing sample to [Jobs@DisabilityRightsMD.org](mailto:Jobs@DisabilityRightsMD.org) with “Community Engagement Coordinator” in the subject line. Applications will be reviewed on a rolling basis. Position remains open until filled with priority given to applications received before **April 17, 2024**.

We are looking for thoughtful, personalized cover letters that demonstrate the applicant’s qualifications, work style and interest in being part of a team working to advance the civil rights of persons with disabilities in Maryland. Please specifically and fully describe any experience advocating with and for individuals with disabilities.

DRM is an equal opportunity employer and we value diversity. People of color, individuals with disabilities, and LGBTQIA+ individuals are especially encouraged to apply.