**VOTING RIGHTS ADVOCATE JOB DESCRIPTION:**

Disability Rights Maryland is seeking a passionate and civil-rights oriented Voting Rights Advocate who will work with the various stakeholders to advance the full participation of people with disabilities in Maryland’s electoral process. The Voting Rights Advocate works under the direct supervision of a Managing Attorney and in collaboration with other Disability Rights Maryland attorneys and advocates in their legal, advocacy, and outreach efforts. The Voting Rights Advocate works to ensure the full participation in the electoral process for individuals with disabilities, including registering to vote, casting a vote, and accessing polling places.

**JOB RESPONSIBLITIES:**

The Voting Rights Advocate is responsible for:

* Participating in collaborative efforts between civil rights organizations, election reform advocates, and State and local government officials to examine and address the challenges people with disabilities face in using Maryland’s election system.
* 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.
* Preparing written materials and conducting outreach, education, and training of people with disabilities, particularly those from traditionally underserved communities, community groups, advocates, county elections officials, their staff and others.
* Monitor and investigate election practices in the State of Maryland, including evaluating the accessibility of voting systems and receiving and investigating complaints from Maryland voters regarding voting accessibility.
* Providing short-term and technical assistance and referrals to callers, clients and others with voting questions.
* As needed, and under the direct supervision of the Managing Attorney, assist clients with, or directly represent clients in filing administrative complaints, usually with the Maryland Secretary of State and the Maryland State Board of Elections, on legal violations in Maryland’s voting system impacting persons with disabilities.
* Assisting with Disability Rights Maryland organizational development and planning, including the planning and development of Disability Rights Maryland’s Advocacy Services Plan.
* Performing other duties as assigned.

**MINIMUM QUALIFICATIONS:**

### *(Applicants MUST meet EACH of the minimum qualifications to be considered for an interview)*

* Associate’s degree or Bachelor’s degree from an accredited institution in a related field. Additional experience in outreach, organizing, or campaigns to engage underserved communities on issues related to civic life may be substituted for formal education requirements.
* Experience working with and/or sensitivity to persons with disabilities and from multi-ethnic communities.
* Strong commitment to DRM’s core mission of ensuring the civil rights of people with disabilities to self-determination, freedom from harm, due process protections, to develop physically, emotionally and intellectually, and to participate in community life, with meaningful choices and opportunities;
* Excellent organizational and project management skills;
* Ability to communicate complex issues clearly and effectively both orally and in writing;
* Excellent interpersonal and cross-cultural communication skills, ability to communicate effectively to diverse audiences;
* Ability to work independently and to establish and maintain effective working relationships and collaborate with colleagues in a team environment;
* Ability to maintain confidentiality and exercise sound judgment in the handling of all advocacy activities;
* Ability to successfully manage multiple work priorities and work under deadlines;
* Computer literacy and proficiency with software utilized to carry out job functions; and
* Ability to travel within the State of Maryland with reliable transportation.

**DESIRABLE QUALIFICATIONS:**

* Experience in outreach, organizing, or campaigns to engage underserved communities on issues related to civic life.
* Experience with voter engagement, voter registration drives, or campaigns to increase participation in the electoral process;
* A demonstrated interest or background in public interest work, particularly related to disability rights and full participation in civic life for persons with disabilities;
* Knowledge of voting system laws, policies, and procedures;
* Life experience with a disability; and
* Ability to communicate in American Sign Language, Spanish, or another non-English language.

**Salary and Benefits:**

DRM offers a flexible schedule. The annual salary may range from $35,887 (0 years’ experience and an associate’s degree) to $40,866 (5 years’ experience and a bachelor’s degree), depending on education and experience. Benefits package is highly competitive with other Maryland public interest organizations.

**To Apply:**

E-mail resume and cover letter to jobs@DisabilityRightsMD.org with “Voting Advocate,” in the subject line.

This position was announced on May 10, 2021 and will remain open until filled. Priority will be given to applications received prior to **June 30, 2021.** 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.

DRM values diversity. Individuals with disabilities, people of color, LGBTQIA+ individuals and others who contribute to staff diversity are especially encouraged to apply. DRM is an Equal Opportunity employer.