

Leadership and Advocacy Coordinator

Job Description



Texas

*For people with intellectual
and developmental disabilities.*

Department:
Public Policy and Advocacy

Reports To:
Director of Public Policy and Advocacy

FLSA Classification:
Full-Time Exempt

Job Summary:

The Leadership and Advocacy Coordinator is responsible for the implementation and oversight of the organization's various advocacy initiatives. Under the guidance and direction of the Director of Public Policy and Advocacy, the Leadership and Advocacy Coordinator will develop and manage a strategic advocacy plan rooted in education, support, and collaboration that advances the human rights and self-determination of people with intellectual and developmental disabilities (IDD) in all aspects of society.

Essential Functions:

Work closely with Public Policy and Advocacy staff to support the department, engage with relevant committees of The Arc of Texas, and work cross departmentally to support the public policy and advocacy priorities of The Arc of Texas.

Responsible for the coordination and management of the following advocacy initiatives:

- 1) Partners in Disability Leadership;
- 2) Training and support for members and potential members of The Arc of Texas, including individuals with IDD, their families, and allies.

Primary Duties and Responsibilities:

Lead all activities related to the Partners in Disability Leadership program, including but not limited to:

- a) Develop processes and procedures to implement and sustain a successful program.
- b) Develop skills based curriculum that includes diverse speakers.
- c) Provide logistical support and ongoing communication with speakers, program participants, and alumni.
- d) Organize and facilitate all sessions, graduation, and networking opportunities.
- e) Support current and past participants in completing and evaluating Leadership Projects.
- f) Facilitate ongoing networking opportunities for current and past participants and other partners, so there is a community of disability leaders and ongoing support for systemic change.
- g) Work with communications department to develop and distribute materials about and for the program.
- h) Complete all required reporting for the Texas Council for Developmental Disabilities.

Assist the Deputy Director of Public Policy and Advocacy to support grassroots advocacy and collaboration that meaningfully engages stakeholders, including members of The Arc of Texas, Texas Advocates, graduates of Partners in Disability Leadership, and more.

- a) Organize members and other stakeholders to visit legislators both at the State Capitol and in their own communities.
- b) Oversee efforts to ensure self-advocates, family members and other members of The Arc of Texas can meaningfully participate in policy activities. This includes trainings, presentations, and development of educational materials in various mediums.
- c) Develop and coordinate process to gather public input from members and other stakeholders about issues effecting the lives of individuals with IDD.
- d) Provide technical assistance, research, analysis, and trainings to build capacity and assist with optimization of Local Chapters and other collaborations.
- e) Develop and maintain effective working relationships and communication with Local Chapters.
- f) Assist in development of communication materials related to advocacy and policy priorities for various audiences.
- g) Conduct advocacy trainings or presentations for various audiences as needed.

Other duties as assigned.

Demonstrated Knowledge, Skills or Abilities To:

- Knowledge of disability rights.
- Skills in Microsoft Office Suites: Word, Excel, PowerPoint, Outlook
- Skill in Zoom and other online meeting technologies.
- Skills in networking and coalition-building.
- Skill in developing and using effective advocacy and community organizing techniques.
- Ability to work remotely, as needed.
- Ability to work collaboratively and independently.
- Ability to manage multiple projects and meet deadlines.
- Ability to develop, coordinate and execute strategic planning activities, and evaluate programs.
- Ability to establish and maintain effective and productive working relationships with a variety of individuals and groups.

Educational and Professional Requirements:

- Minimum of Bachelor's degree in public administration, public policy, education, social work, or a related field.
- At least three years of experience in key activities related to the position such as coordinating disability advocacy, supporting and organizing members, and developing and implementing trainings.

Working Conditions:

- Approximately 22 co-workers.
 - Occasional weekend or night work is required.
 - In-office and remote work, as needed.
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Needed Attributes:

- Honesty
- Integrity
- Strong work ethic
- Commitment to excellence
- Commitment to the mission of The Arc of Texas
- Spirit of teamwork
- Demonstrated leadership
- Flexibility
- Positive attitude

Employee Signature

Date

Supervisor Signature

Date