

POSITION ANNOUNCEMENT Voting Rights Coordinator

Job Type: Permanent

Full Time Equivalent: 1.0 (40 Hours/week)

Reports to: Public Policy Manager

Rate: \$53,400 - \$64,969 (annually)

Location: Madison or Milwaukee preferred. If the employee lives within 45 miles of a DRW office, they will have the option to work fully in-office or under a hybrid work arrangement. Residency outside the 45-mile range qualifies to work fully remote. Must be a Wisconsin resident.

Application Instructions: Submit resume **and** cover letter (**preferred** but not required), detailing your qualifications and experience as they relate to the minimum and preferred qualifications, online at <http://www.disabilityrightswi.org/careers>.

Application Deadline: June 12, 2023. Position will remain open until filled.

Alternate formats of this Position Announcement are available upon request. Materials may be submitted in alternate formats if necessary.

What is DRW?

Disability Rights Wisconsin is the state's Protection and Advocacy system, charged with protecting the rights of individuals with disabilities and keeping them free from abuse and neglect. Employing a variety of means, our advocates and attorneys use individual casework and systems advocacy to achieve positive changes in the lives of people with disabilities and their families. We are seeking employees who value this work. In turn we treat our employees well, offering a supportive environment, talented colleagues, excellent benefits, and generous leave.

DRW arose out of a disability civil rights movement demanding that the abuse of people with disabilities end and that people with disabilities be included in life, school, workplaces, and communities. Our core values include Diversity, Dignity, Independence, Accessibility, Inclusion, Human Rights, and Liberation.

A diversity-based approach to disability rights recognizes the intersectional nature of oppression experienced by people with disabilities from underprivileged and underserved communities. We strive to create a welcoming and inclusive environment at DRW. We work to specifically address disability-related injustices at the intersections of disability and race, disability and gender, disability, and gender-based violence, and more.

Job Summary

Disability Rights Wisconsin is the designated, federally funded protection and advocacy agency for persons with disabilities in Wisconsin. DRW utilizes a variety of individual and systems advocacy approaches to protect people's rights, including legal and administrative remedies, legislative and policy change, and training. The Voting Rights Coordinator oversees and coordinates DRW's work under the Help America Vote Act (HAVA) to ensure voting rights for people with disabilities in Wisconsin and increase participation of voters with disabilities in the electoral process. This position co-leads the Wisconsin Disability Vote Coalition; collaborates with other voting rights advocates within Wisconsin and nationally; provides nonpartisan systemic and policy support to voters to exercise their right to vote; and provides outreach and education to people with disabilities, their families, and other stakeholders on voting rights.

Key Responsibilities

1. Internal Leadership on Voting Rights - 30%

- Provide leadership to DRW staff on current voting issues and policy and provide technical assistance and consultation.
- Plan and implement DRW's Protection and Advocacy for Voting Access grant activities in collaboration with other DRW staff.
- Track relevant state and federal legislation and budget issues.
- Conduct research and provide analysis of relevant legislative, administrative and policy proposals that impact the voting rights of people with disabilities in Wisconsin.
- Supervise and support other staff and volunteers doing voting-related activities such as training, polling place audits, etc.

2. External Leadership on Voting Rights - 60%

- Lead DRW's efforts to increase participation of Wisconsin voters with disabilities and advance voting rights and accessibility for people with disabilities. Co-lead the Wisconsin Disability Vote Coalition, in partnership with BPDD.
- Coordinate outreach and education on voting and voting rights, including virtual and in-person trainings, for people with disabilities, their families, and other stakeholders. This includes attending conferences, trainings, and other events.

- Monitor voting related public policy, develop policy proposals, coordinate policy strategy with coalition partners, engage with policymakers, and develop and deliver voting related testimony at legislative hearings and Wisconsin Election Commission meetings.
- Making in-person visit to state offices/Capitol; travel to these locations is required.
- Develop training, resource, and outreach materials on voting and voting rights. Coordinate voting related social media content for DRW and the Disability Vote Coalition.
- Develop and coordinate key communications related to voting issues and assist with media outreach.
- Monitor and report on accessibility of polling places. Coordinates DRW's participation in polling place accessibility reviews, in collaboration with the WI Elections Commission.
- Respond to individual requests for advocacy assistance regarding voting. Coordinate and help to staff the DRW Voter Hotline. Partners with other non-partisan Hotlines and election protection efforts.
- Interact with clerks and state election officials to identify and correct voting access issues.
- Represent DRW on coalitions and committees that address voting issues, including the legal and civil rights of people with disabilities.

3. Other Responsibilities – 10%

- Manage and report to funder on the Protection & Advocacy for Voting Access (PAVA) grant. Responsible for all grant management activities and oversight of program budget.
- Manage and report on the BPDD grant for the Wisconsin Disability Vote Coalition and other grassroots and policy activities.
- Secure grant funding to support PAVA and Disability Vote Coalition work.
- Manage additional grants that support PAVA work. This means work with management to determine whether grants will be accepted (nonpartisan in nature; meet DRW's mission, etc.); work with funder; complete and submit reports to funder.

Qualifications

Required:

- Minimum 2 years' experience working on advocacy or voting issues.
- Exceptional written and verbal communication skills, including the ability to write concisely, precisely, and compellingly; outstanding editing skills.
- Experience with community outreach and organizing.
- Able to work collaboratively with others yet take initiative and work independently.
- Knowledge and commitment to the principles of disability rights.
- Experience/direct contact with persons of culturally diverse backgrounds.
- Experience providing training, outreach and developing communication materials.
- Ability to work well independently and in teams.

Relevant working conditions & physical demands:

This position has substantial computer work which will require sitting, standing, typing, and reading. Additionally, this position will handle boxed printed materials up to 25 pounds by lifting, carrying, pushing, pulling, crouching, bending kneeling; setting up and taking down display tables up to 40 pounds by pushing, pulling, reaching, carrying, handling, kneeling, crouching, bending; assisting individuals with writing or data entry by sitting, standing, typing, or reading; traveling to attend in-person and/or virtual meetings/trainings by driving or being a passenger in a vehicle up to eight hours/depending on the location within the State; utilizing a computer for virtual meetings; and visiting officials in state offices/Capitol by walking and/or your particular mode of mobility and communication.

- As with all requirements, reasonable accommodations will be considered upon request.

Preferred:

- Bachelor's degree in Communications, Political Science, Public Relations, or related field from an accredited college or university is preferred. The equivalent of 4 years of full-time relevant work experience may be substituted for a college degree.
- Direct personal or professional experience working with people with disabilities.
- Working knowledge of voting laws and rights in Wisconsin.
- Experience working with media and press.
- Knowledge of the disability service system and disability advocacy issues.

- Experience building coalitions, and/or with grassroots and community organizing.
- Experience monitoring legislation and working with legislative and/or agency staff on policy issues

Benefits

Disability Rights Wisconsin places a high value on the well-being of our staff. We offer the following benefits for permanent employees working at least 20 hours per week: health, vision, dental, and life insurance; short- and long-term disability; 401(k) retirement savings plan with employer contribution, flex spending plan, health reimbursement account as well as optional commuter choice plan, pet insurance, critical illness insurance, and identity theft insurance. Paid time off includes generous holiday, vacation, personal, medical, and bereavement leave, as well as time for volunteering, voting, and jury duty.

EEO/AA | We're an equal opportunity employer. All applicants will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.