



**Disability
Rights**
WISCONSIN

Position Announcement

Voting Outreach Advocacy Specialist

Position Information

Job Type: Permanent, Part-Time

Full Time Equivalent: 0.5 FTE (20 Hours per week), Non-Exempt

Reports to: Public Policy Manager

Rate: \$24.00 to \$26.00 per hour

Note: Compensation at Disability Rights Wisconsin is based on a tiered calculation scale that considers:

- prior relevant employment experience;
- candidate attributes applicable to social justice and disability advocacy work;
- grant coordination experience if applicable;
- supervision experience if applicable.

Location: **Madison or Milwaukee office location or hybrid**, with preference given to those who can service the Milwaukee area. Applicants must be a resident of Wisconsin.

Job Hours: Work to be completed during core office hours (8 a.m. to 5 p.m.), with flexibility.

- 1-800-928-877 Toll Free | 1-833-635-1968 Fax
- info@drwi.org
- disabilityrightswi.org

Serving the state of Wisconsin with offices in Madison and Milwaukee

How to Apply

Application Instructions: For this position, submit a:

- cover letter or letter or email of interest
- resume or work experience history that details your qualifications and experience as they relate to this position.

Application Deadline: End of day on **September 18, 2025**. Applications received by this date will be given full consideration. The position will remain open until filled.

Note: You can request alternate formats of this position announcement. You may submit your application materials in alternate formats if needed.

About Disability Rights Wisconsin

Disability Rights Wisconsin is Wisconsin's Protection and Advocacy system. The agency is 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.

Disability Rights Wisconsin 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 marginalized and underserved communities. We work to specifically address disability-related injustices at the intersections of disability and race; disability and gender and gender identity; disability and gender-based violence; and more. We strive to create a welcoming and inclusive environment at Disability Rights Wisconsin.

About This Position

The Voting Outreach Advocacy Specialist supports Disability Rights Wisconsin's work to ensure voting rights for people with disabilities in Wisconsin and increase participation of voters with disabilities in the electoral process. This position collaborates with other voting rights advocates within Wisconsin and nationally; provides nonpartisan 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. External Leadership on Voting Rights – 70%

- Support DRW's efforts to increase participation of Wisconsin voters with disabilities and advance voting rights and accessibility for voters with disabilities.
- 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 events both in-person and virtually.

- Develop training, resources, and outreach materials on voting and voting rights of people with disabilities.
- Develop and coordinate key communications related to voting issues and assist with traditional and social media outreach.
- Respond to individual assistance requests regarding voting for people with disabilities, including staffing of the DRW Voter Hotline and partnering with other nonpartisan organizations and hotlines.
- Represent DRW on coalitions that address voting issues.

2. Internal Leadership on Voting Rights – 20%

- Provide technical assistance and consultation to DRW staff on voting issues.
- Plan and implement activities for DRW's voting-related grants with other DRW staff.

3. Reporting – 10%

- Manage tracking and reporting of DRW's voting-related activities required by funders.
- Assist in developing required reports to funders.

4. General

- Adhere to all DRW policies and procedures including but not limited to work hours; timesheets; file maintenance; confidentiality and security.
- Participate in DRW activities such as all-staff meetings and committees.
- May be other related duties as assigned.

Qualifications

Required:

- Two years' experience with community outreach and/or voting issues.
- Working knowledge of voting laws and rights in Wisconsin.
- Experience and/or direct contact with persons of culturally diverse background.
- Proven ability to communicate effectively individuals and groups, including excellent listening, verbal, and written communication skills.
- Computer skills including email, word processing, and use of the internet, and using Microsoft Edge, Teams, SharePoint, and Outlook.
- Ability to work independently and as part of a team, and manage time and workload independently.
- Ability to work a flexible schedule with some weekend and evening hours.

Preferred:

- Experience/direct contact with persons with a disability or social justice movements either in a paid or unpaid capacity.
- General knowledge or ability to learn of resources relevant to individuals in Wisconsin's disability-related services/legal rights, residential, prevention of abuse/neglect systems including Family Care, IRIS, community-based mental health programs, and adult/child protective services.
- Ability to write and/or speak Spanish, Hmong, or ASL as well as English is desired.

Work Environment and Physical Demands

- **Remaining in a stationary position, often standing or sitting for prolonged periods:** 14 to 26 hours
- **Moving about to accomplish tasks or moving from one worksite to another:** 13 hours or less
- **Repetitive motions that may include the wrists, hands, and fingers:** 14 to 26 hours
- **Operating motor vehicles:** 13 hours or less
- **Sedentary work that primarily involves sitting and standing:** 14 to 26 hours
- **Light work that includes moving objects, boxes up to 20 pounds:** 13 hours or less

Travel

This position requires up to 15% travel throughout Wisconsin. Travel is anticipated to average 2-4 days per month, which may include an overnight stay. The travel schedule is expected to vary throughout the calendar year. While travel dates are typically scheduled far in advance, the position could require travel on short notice.

Day travel will be monthly, 2 to 4 days a month.

Overnight travel will be monthly, less than 1 to 2 days a month.

Benefits

Disability Rights Wisconsin places an unparalleled value on the well-being of our staff. The following benefits are offered for permanent employees who work 20 or more hours per week:

- Generous employer contribution for individual and family health insurance plus a Health Reimbursement Account for uncovered health care costs.
- Employer-provided Short-Term and Long-Term Disability Insurance
- 401(k) Retirement Plan with Employer Contribution
- Flex Spending Account
- Access to affordable, quality:
 - Dental, Vision Coverage
 - Additional Life Insurance for employee and spouse and children
 - Critical Illness Insurance
 - Identity Theft
 - Pet Insurance

- **Public Student Loan Forgiveness:**

Employment at our organization may qualify you for federal student loan forgiveness programs. We do not directly pay for – nor forgive – federal student loans. However, our status as a not-for-profit organization under Section 501 (c) (3), makes us an eligible employer. There may be other determining factors for one to qualify.

For more information, read the Federal Student Aid's Public Service Loan Forgiveness (PSLF) page:

studentaid.gov/manage-loans/forgiveness-cancellation/public-service

Generous paid time off policies include:

- 10 Fixed and 4 Floating Holidays
- Leave time for:
 - Medical and Caretaking
 - Vacation
 - Personal
- Bereavement Leave

Additionally, Employee Assistance Program (EAP); Commuter Choice, and Sabbatical Leave.

Equal Employment Opportunity Act (EEO) and Affirmative Action (AA)

We are 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 following Title VII of the Civil Rights Act of 1964 and the American with Disabilities Act (ADA) and the Uniformed Services Employment and Reemployment Rights Act (USERRA). Our organization is committed to building a culturally diverse and inclusive environment.

Date of Job Description: August 2025