



**Disability  
Rights**  
WISCONSIN

## **Position Announcement**

### **Voting Outreach Specialist**

#### *Position Information*

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**Full Time Equivalent:** 40 Hours / week

**Reports to:** Public Policy Manager

**Rate:** \$ 24.50 to \$ 27.50 hourly

**Location:** Disability Rights Wisconsin has offices in Milwaukee & Madison. This position can be assigned to any of these office locations, depending on the applicant's residence although preference will be given to those who can service the Madison Area. Hybrid options available.

***Candidates must be a resident of Wisconsin.***

#### *How to Apply*

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**Application Instructions:** Submit a resume or work experience history or both that details your qualifications and experience as they relate to the required and preferred qualifications. *A cover letter or letter of interest is also required for this position.*

For priority consideration, apply online at our Careers page:

[www.disabilityrightswi.org/careers](http://www.disabilityrightswi.org/careers)

- 1-800-928-877 Toll Free | 1-833-635-1968 Fax
- [info@drwi.org](mailto:info@drwi.org)
- [disabilityrightswi.org](http://disabilityrightswi.org)

*Serving the state of Wisconsin with offices in Madison and Milwaukee*

**Application Deadline:** *Preferred consideration will be given to applicants who apply by March 31.* 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. Contact [hr@drwi.org](mailto:hr@drwi.org) for more information.

## *About Disability Rights Wisconsin*

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**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.

Our programs include:

- Protection & Advocacy for people with disabilities (addressing abuse/neglect, discrimination, access to services, education rights, institutional monitoring, and systemic reform).
- Disability Benefits Specialist (helping people access Social Security, Medicaid, Medicare, and private insurance).

- Family Care & IRIS Ombudsman (supporting people to remain in community-based settings).
- Victim Advocacy (advocacy and representation for crime victims with disabilities).

## *About This Position*

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The Voting Outreach 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*

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### **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, including leadership of the Wisconsin Disability Vote Coalition.

### **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

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### Minimum Qualifications

- 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 Qualifications

- 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 American Sign Language (ASL), as well as English is desired.

## *Work Environment and Physical Demands*

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- **Remaining in a stationary position, often standing or sitting for prolonged periods:** 27 to 40 or more 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:** 27 to 40 or more hours
- **Operating motor vehicles:** 13 hours or less
- **Sedentary work that primarily involves sitting and standing:** 27 to 40 or more hours
- **Travel:** This position requires up to **15% travel throughout the State of WI**. 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.

## *Benefits*

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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](https://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

Additional benefits include the Employee Assistance Program (EAP), Commuter Choice, and Sabbatical Leave.

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

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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:** March 2026