



## **Publications and Communications Specialist**

The National Disability Rights Network (NDRN) is the voluntary national membership association of Protection and Advocacy (P&A) agencies and Client Assistance Programs (CAP) designated in every state and territory in the United States. P&As and CAPs are mandated under various federal statutes to provide legal representation and related advocacy services on behalf of all people with disabilities in a variety of settings.

The Publications and Communications Specialist is responsible for all aspects of organizational communications, including, but not limited to, publications, website, and media relations.

### **Publications**

Responsible for layout, editing, and managing NDRN publications for internal and external audiences. The essential job functions are:

1. Edit, layout, and produce monthly *TASC Update*, and other publications as requested;
2. Assist with the development of, as well as edit and produce, technical assistance materials;
3. Increase the visibility of the P&A/CAP network through the production and distribution of reports including advocacy and program reports of the P&A and CAP systems; and
4. Contribute to the visual design of publications, in keeping with organizational branding and style guidelines.

### **Media Relations**

Serves as NDRN's point of contact with the media. The essential job functions are:

1. Monitor disability-related news coverage and maintain relevant clips;
2. Develop and maintain media lists;
3. Develop and maintain relationships with reporters, respond to incoming

media inquiries, pitch story ideas to media outlets; and

4. Develop and implement communications plan to increase visibility of NDRN and the work of the P&A/CAP network, and position the association as a key voice on disability-related issues.

### **Training and Technical Assistance**

Provide training and technical assistance to member agencies on strategic communications. The essential job functions are:

1. Deliver training and technical assistance to NDRN and P&A/CAP staff on improved writing skills; working with the media; publicity; leveraging communications tools; and other strategic communication issues;
2. Staff External Relations Subcommittee and support Project Advisory Committee;
3. Plan communication-related trainings for annual conference, regular webinars, and produce training documents/manuals; and
4. Maintain communication listserv.

### **Website**

Responsible for layout, editing, and managing the dynamic content of site to meet user needs and raise the visibility of NDRN to both internal and external audiences. The essential job functions are:

1. Edit, organize and manage content for association website (ndrn.org) and TASC website (TASCnow.com);
2. Work closely with internal content developers to ensure high quality and timely submissions to meet the needs of end users;
3. Write selected portions of the site as assigned;
4. Enhance usability of website materials;
5. Maintain highest levels of accessibility for website and assist programmers as needed; and
6. Contribute to the visual design of the website, in keeping with organizational branding and style guidelines.

## **General Communications**

Manage NDRN social media profile. The essential job functions are:

1. Develop and maintain social networking profile for NDRN; and
2. Other duties as assigned.

## **Qualifications**

1. A minimum of 5-7 years experience in communications.
2. Excellent writing, editing, proofreading and communication skills.
3. BA in journalism or related field.
4. Demonstrated experience writing, laying-out and editing newsletters using Adobe InDesign, Photoshop Illustrator, Acrobat.
5. Demonstrated ability to communicate technical information to non-experts.
6. Functional understanding of web layout and design, as well as information architecture; experience with Joomla CMS and some HTML preferred
7. Developed organizational skills, including the ability to multi-task.

Excellent benefits. Salary range of \$55 – 60 K and commensurate with experience

Applications should be submitted to: Nachama Wilker, Deputy Executive Director, [nachama.wilker@ndrn.org](mailto:nachama.wilker@ndrn.org), subject line “NDRN Communications Specialist.” Applications may also be submitted by fax at 202-408-9520 or by mail to: 900 Second Street, NE, Suite 211, Washington, DC, 20002.

Application Deadline: January 13, 2014. No phone calls please.

**NDRN is an Affirmative Action/Equal Opportunity Employer. Individuals with disabilities are encouraged to apply.**