

# DisabilityRights

## ARKANSAS

### POSITION OPENING

## Communication and Outreach Manager

**Little Rock, Arkansas** – Disability Rights Arkansas (DRA) is seeking an experienced Communication and Outreach Manager to coordinate all agency communications, publications, and outreach activities.

**Agency Description:** Disability Rights Arkansas (DRA) is an Arkansas non-profit organization with funding and authorization from the federal government to serve as the Protection and Advocacy system for individuals with disabilities in Arkansas. DRA pursues administrative, legal, and other appropriate remedies to ensure the protection of people with disabilities in Arkansas. Issues include: special education, employment, housing discrimination, abuse and neglect, right to treatment, and freedom from harm. DRA pursues system change advocacy in addition to individual case advocacy.

DRA services to individuals with disabilities include: information and referral, technical assistance, legal representation, and investigation of abuse and neglect allegations. DRA also develops, publishes, and distributes advocacy materials, participates in advocacy training, and monitors, analyzes, and comments on regulations, plans, budgets, policies, and proposed legislation that may affect the rights of people with disabilities.

### Duties and Knowledge:

- Assure agency policy and image is presented in a positive, clear, concise, and consistent image to the press, public, and public policy leaders.
- Participate in exhibit and outreach events.
- Write and edit press releases, speeches, articles, Op-Ed pieces, letters to the editor, conference scripts, and talking points for agency presentations.
- Respond to incoming media inquiries, pitch story ideas to media outlets, monitor disability rights-related news coverage and maintain news clippings.
- Identify, develop, and manage new content for DRA website.
- Manage DRA's social media profiles, email advocacy, list management,

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- and online activism campaigns.
- Develop and implement coordinated outreach and training programs, both general and targeted.

**Qualifications:**

- Bachelor's degree in journalism, communications, public relations, or a related field.
- Two to four years of relevant experience working in a similar position. Recent college graduates with exceptional qualifications will be considered.
- Exceptional writing ability, with demonstrated experience in translating complicated topics into clear and compelling text.
- Commitment to supporting the civil and human rights of citizens with disabilities.
- Demonstrated ability to communicate effectively in writing and orally.
- Ability to organize and prioritize multiple priorities and demands.
- Positive attitude, creativity, flexibility, teamwork, and attention to detail.
- Proficient in MS Office, WordPress and other software packages.

Excellent benefits, including health, vision, and dental insurance, paid sick and annual leave, and 403(b) retirement package.

Qualified persons with disabilities and minorities are encouraged to apply.

Location of the position: Little Rock, Arkansas

**To Apply:** Send cover letter, resume, and writing sample to: Disability Rights Arkansas, 400 West Capitol, Suite 1200, Little Rock, AR 72201, or fax: 501-296-1779, or email: [hr@disabilityrightsar.org](mailto:hr@disabilityrightsar.org).

**Deadline to apply is April 5, 2019, or until position in filled.**

DRA is an Equal Opportunity Employer.