



Communications Specialist Legislation and Communications

LOCATION: Remote (within California) or Sacramento

Make a difference! We stand for the rights of people that have disabilities....JOIN US!

Individuals who are Deaf or Disabled are encouraged to apply.

SALARY RANGE (Depending on Experience): \$27.47 - \$36.82 hourly

We base salary and position offers on experience and an internal equity analysis.

EXCELLENT BENEFITS including 8% 401k Match

Application Deadline: *Open until filled.* Applications should be received by May 31, 2022 (2 weeks) to be considered for the first round of interviews.

WHO WE ARE

Disability Rights California (DRC) is a statewide, non-profit legal organization dedicated to advancing the rights of Californians with disabilities. DRC works to achieve fairness and justice for people with disabilities through individual and impact litigation, state and federal policy and regulatory advocacy, and community education and training.

POSITION SUMMARY:

Working closely with the Communications Director, the Communications Specialist will assist in the development and execution of internal/external communication strategies, copywriting, public relations, and community relation activities to promote DRC and increase our visibility. Serving as backup support by developing social media content when necessary. Also, supporting the communications team with administrative support, and project management.

MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor's Degree in Public Relations, Communications, Journalism, and/or Marketing.
- Possession of knowledge, skills, and abilities listed below, typically gained through 2-4 years of progressively responsible experience in Communications, Public Relations, or similar position.
- Must possess excellent writing, editing and researching skills

- Must be a self-starter, well-organized, detail-oriented, ability to manage multiple tasks, and prioritize deadlines.
- Excellent writing, proofing, and editing skills with a strong drive for accuracy and detail.
- Experience in project management and execution of PR campaigns and/or initiatives.
- Ability to learn and understand complex issues quickly, while contributing to a fast-paced, dynamic team.
- Proficient in Microsoft Suite; Word, Excel, and PowerPoint.
- Strength in creative storytelling in various outlets such as: press releases, web content, video, and social media.

PREFERRED QUALIFICATIONS

- Experience in communications outreach in public interest, and/or nonprofit sectors with a particular emphasis in content development, public relations, digital and social media.
- Knowledge of web/video/audio production, and Wordpress highly preferred.
- Strong background in Adobe Creative Cloud, Asana, Meltwater, Hootsuite, Buffer, Google Analytics, CANVA and WordPress.
- Experience in the disability rights movement and/or extensive contacts in the disability community.

Working at DRC is more than just a job - it is a rare opportunity to do what you are good at while making a difference! DRC offers competitive salaries and a generous benefit package. To view the detailed job description and complete the application process [here](#).