

## Autism Delaware Inc.

### Job Description

**JOB TITLE:** Part-time Advocacy Coordinator

**DEPARTMENT:** Communications

**REPORTS TO:** Executive Director

**EFFECTIVE DATE:**

**FLSA:** Exempt

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#### **SUMMARY:**

The Part-time Advocacy Coordinator reports to the Executive Director, and works closely with the senior leadership team and other advocacy stakeholders in the community. The individual in this position represents Autism Delaware and the needs of Delaware's autism community before the General Assembly, partnering with stakeholders and state and other nonprofit agencies to bring key issues affecting the autism community before these bodies; coordinate the activities of team and stakeholder members; draft policy and position statements; and attend key committee meetings throughout the state.

This is a part-time salary position.

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#### **DETAILS:**

##### **QUALIFICATIONS:**

1. Bachelor's degree in public administration, political science, communications or a related field, or equivalent experience
2. Strong experience in policy and/or advocacy work
3. Knowledge of:
  - a. Delaware's legislative process
  - b. Issues relevant to people and families affected by disability, with such knowledge in autism spectrum disorders preferred
  - c. Methods of direct and grassroots advocacy/organizing
4. Exceptional oral and written communication skills; including the ability to clearly present information to a variety of audiences
5. Relevant experience in and knowledge of social media communications; additionally, website content management preferred
6. Excellent interpersonal skills
7. Ability to function and lead in a team atmosphere
8. Basic computer skills, including web navigation, Microsoft Windows and Office applications
9. Strong analytical, numerical and reasoning abilities
10. Results and detail oriented with the ability to balance other business considerations
11. Flexible in responding to changes and constituent needs
12. Must possess a valid driver's license and access to a vehicle.

##### **QUALIFICATIONS FOR CONTINUED EMPLOYMENT:**

1. Adherence to all policies and procedures.
2. Punctual and regular attendance as scheduled.

3. Successful, safe and effective implementation of job tasks.
4. Knowledgeable about laws and requirements surrounding assigned work
5. Establishment of goals in coordination with supervisor and appropriate progress towards those goals.
6. This job description in no way states or implies that these are the only job duties to be performed by the incumbent. He or she will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.

### **WORKING CONDITIONS:**

This position is a salaried position. General hours of operation 8:30 to 5:00 pm. Work beyond general hours of operation is often required in order to complete job tasks. Travel to other locations to be expected.

### **JOB RELATED DUTIES**

#### **ESSENTIAL FUNCTIONS:**

- 1. Monitors and responds to public policy issues in order to advocate for the needs of individuals and families affected by autism spectrum disorders in Delaware.**
  - Uses Autism Delaware's philosophy in the development and implementation of all advocacy activities.
  - Serves as Autism Delaware's key contact person on all advocacy issues and works closely with the Family Support team to identify and address key constituent concerns.
  - Collaborates with the Family Support team in all advocacy matters.
  - Identifies potential policy issues at the state, local and federal levels that may affect the Delaware autism community or the agency's operations.
  - Works with the team to identify and address issues requiring systems advocacy at every level, including DOE, DDDS, DSAMH, DVR, etc.
  - Maintains a working knowledge of state and federal laws related to autism and developmental disabilities.
  - Facilitates self-advocates' and volunteer advocates' ability to have their voices heard on the state and local level.
  - Serves on or monitors a variety of statewide committees and commissions.
  - Maintains relationships with related private agencies (e.g. AND, Easter Seals, DANA, etc.) to facilitate working partnerships on key advocacy issues.
  - Maintains contacts and builds relationships with legislators surrounding autism and non-profit related issues.
  - Monitors legislation through committees, passage and into regulatory phases
  - Interprets the impact of legislation, regulations and system changes for Autism Delaware audiences (internal and external)
- 2. Manages community outreach activities, striving to create a consistent message across all communications media.**
  - Supports social media communications for all Autism Delaware audiences in order to engage and inform constituents.
  - Responds appropriately to user comments on all social media platforms.
  - Makes suggestions appropriate to altering communications activities as needed by the agency.
  - Represents Autism Delaware when needed by outside media outlets, including radio and television.
  - Works closely with the Executive Director, Communications Coordinator and other team members to create a consistent agency message across communications media.
- 3. Works effectively with the whole Autism Delaware team to ensure implementation of broad changes needed to better support the autism community in Delaware**
  - Represents Autism Delaware effectively

- As needed, plans and supports meetings including logistics (time, date, and advertising), speaker and topic.
- Plans and implements the annual Smart Cookie Day event.
- Seeks opportunities for improving management of resources
- Maintains working knowledge of agency activities and plans

**4. Effectively and professionally manages documentation and communication with internal team members**

- Provides clear, accurate, and thorough reporting of areas of responsibility
- Seeks to keep appropriate team members informed of progress towards established goals and new developments
- Reports regularly to the Executive Director
- Supports the activities of the Advocacy Committee and holds regular meetings.

**NON - ESSENTIAL FUNCTIONS:**

1. Participates in agency functions.
2. Safely manages all aspects of job responsibilities:
  - Maintains a safe & hazard-free work area. Effectively monitors facilities & equipment for cleanliness and hazards. Raises concerns when appropriate
  - Identifies potential program risks and brings these issues to the attention of the appropriate people immediately.