

Policy & Advocacy Associate Job Description

Overall Responsibility

The Policy & Advocacy Associate will be responsible for supporting and representing NDSC within the greater disability community on non-education-related federal and state policy issues such as employment, apprenticeships, Medicaid, financial empowerment, housing and transportation. The position is also responsible for supporting the NDSC Policy Team in all federal, state and local policy initiatives. This position reports to the NDSC Policy & Advocacy Director.

Responsibilities

- Provide assistance to the NDSC Grassroots Manager and the Policy Team in the development and implementation of the NDSC Convention Advocacy Training Boot Camp and other advocacy training resources and programs
- Compile and edit NDSC e-news, reports, website materials, board reports, annual reports and other documents as requested by Policy Team
- Assist in the development of slides and supporting documents for webinars and presentations
- Serve as moderator and/or technical support for all NDSC Policy webinars
- Track legislation identified by Policy Team, draft testimony and edit policy position papers
- Assist Policy Team in development of Action Alerts and send out to advocates using outreach software and/or other means
- Assist Policy Team in representing NDSC policy priorities to policymakers
- Other tasks as assigned for successful implementation of NDSC's policy priorities

Education and Experience Requirements

- Experience writing/communicating in numerous formats including oral presentations, advocacy documents, and reports
- Excellent research and analytical skills
- Demonstrated ability to identify and prioritize tasks, manage multiple projects, and meet deadlines with little supervision
- Excellent computer skills and ability to learn and master new technologies as needed
- Policy experience and/or knowledge in employment, apprenticeships, Medicaid, financial empowerment, housing and transportation (experience in these areas is preferred but not required)
- Bachelor's degree required

Location: Remote (but must be physically based in the greater Washington, DC area)

Start Date: ASAP

Salary and Benefits: This is a full-time, on-staff position with benefits. Salary range \$50,000 – \$55,000 based on experience.

About the Organization: The National Down Syndrome Congress (NDSC) is a not-for-profit national organization headquartered in Atlanta, Georgia and dedicated to an improved world for individuals with Down syndrome.

To Apply: Send a cover letter and resume to Cyrus Huncharek, NDSC Policy & Advocacy Director, at cyrus@ndsccenter.org