

**POSITION ANNOUNCEMENT
PUBLIC POLICY COORDINATOR**

.8 FTE Position – Madison Office

The Public Policy Coordinator (PPC) position is jointly funded by the Disability Policy Partnership between Disability Rights Wisconsin (DRW) and Wisconsin Board for People with Developmental Disabilities (BPDD). The two partner agencies will jointly set the Disability Policy Partnership priorities for the Public Policy Coordinator, which will consist of issues affecting people with intellectual and developmental disabilities as well as various cross-disability issues as assigned, e.g. long term care, health care, special education, specialized transportation, and employment. All of the work will be consistent with the values of both participating agencies.

The Public Policy Coordinator will participate in developing/implementing overall state and federal public policy strategy; track relevant state and federal legislation and budget issues; provide a variety of support to the partner agencies their public policy work; work with other disability organizations on public policy strategies; work directly with legislators and legislative staff; and provide training on public policy issues to consumers and families.

The Public Policy Coordinator will be considered the sole employee of Disability Rights Wisconsin and will maintain an office at DRW. The Public Policy Coordinator will also lead DRW's internal public policy committee which sets the direction for the DRW's overall public policy strategies.

Responsibilities:

1. Work collaboratively with staff in partner agencies to develop and implement an overall public policy strategic plan for the partners.
2. Track relevant state and federal legislation and budget issues and coordinate/track actions of partner agencies on these issues; produce tracking reports in a consumer-friendly format.
3. Provide analysis of selected legislative, administrative and policy proposals; and proactively develop improvements, changes and new proposals as they relate to people with disabilities.
4. Conduct research on current and proposed policies, legislation or other initiatives, including their impacts and implications for people with disabilities.
5. Provide leadership to DRW's internal Public Policy committee; coordinate efforts to address key legislative and public policy issues.
6. Be responsible for drafting and co-ordination of key communications related to public policy such as press releases, social media, educational materials, etc.
7. Work with partner agencies to strengthen public policy capacity.

MADISON OFFICE
131 W. Wilson St.
Suite 700
Madison, WI 53703

608 267-0214
888 758-6049 TTY
608 267-0368 FAX
800 928-8778 consumers & family
disabilityrightswi.org

Protection and advocacy for people with disabilities.

8. Attend, prepare testimony for, and testify at, select legislative hearings and committee meetings as well as provide support to partner agency staff as they develop/present legislative testimony; prepare for face-to-face meetings with policymakers; and conduct other public policy activities.
9. Work collaboratively with other advocacy organizations or development of policy proposals, coordination of policy strategy and development of testimony.
10. Attend Survival Coalition and other selected coalition meetings to strengthen coalition efforts on public policy issues.
11. Develop direct relationships with selected policymakers, as prioritized by DRW in collaboration with BPDD.
12. Support self-advocates/grassroots to participate in public policy activities and initiatives.
13. Join other partner agency staff in providing training and materials for consumers and families on various public policy issues.
14. Prepare and present periodic reports to partner agencies.
15. Some statewide travel required.

Location: Madison

MINIMUM QUALIFICATIONS

1. Bachelor's degree in an area related to public policy or people with disabilities.
2. Minimum 2 years experience working with legislative and policy issues.
3. Direct paid or unpaid experience with people with disabilities.
4. Excellent verbal and written communication skills.
5. Demonstrated commitment to social justice issues.
6. Experience managing a wide variety of tasks
7. Ability to travel statewide.

PREFERRED QUALIFICATIONS

1. Knowledge of disability policy issues.
2. Training and public speaking experience.
3. Experience working with coalitions.
4. Experience working with traditional and internet social media.

Salary: \$36,000 - \$44,000 for .8 FTE Depending on Experience (1.0 Equivalent range \$45,000-\$55,000)

Apply by email or mail to:

E-mail: HR@drwi.org

Mail: 131 West Wilson St., Suite 700
Madison, WI 53703

Please include the following:

- 1) **Cover letter** Not to exceed two pages. Please address how your education and experience relates to both the minimum and preferred qualifications for this position.
- 2) **Resume**
- 3) **Affirmative Action Form** (optional) – available on subsequent pages or by contacting Disability Rights Wisconsin at HR@drwi.org or phone 608 267-0214.

DEADLINE: December 19, 2016 – Interviews will be held in January 2017.

VOLUNTARY AFFIRMATIVE ACTION FORM

Disability Rights Wisconsin (DRW) has adopted an Affirmative Action policy to ensure equal employment opportunities (copy attached). DRW is committed to having a diverse staff including persons of various races, cultural and ethnic heritages, genders, abilities, sexual orientations, ages, and religious traditions for staff and volunteer positions within our agency.

We are required to report data to the state of Wisconsin regarding the number of DRW employees who have disabilities and/or are of racial/ethnic minority background. This data will be kept confidential and will be used solely in connection with our Affirmative Action efforts. **Completion of this information is optional and will in no way affect your employment at DRW.**

Section 1: General Information – Please Complete

Applicant Name:		Date:
Address:		Date of Birth:
Position: Public Policy Coordinator		

Section 2: Applicant Affirmative Action Data – Please Complete

A. **Gender** - Check ONE Box

<input type="checkbox"/> Male <input type="checkbox"/> Female

B. **Race or Ethnic Identity:** *Please check all of the following which apply to you*

	Ethnicity	Definition of Category
	Hispanic or Latino	A person of Cuban, Mexican, Chicano, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

	Race	Definition of Category
	White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
	African American/ Black	A person having origins in any of the black racial groups of Africa.
	Native Hawaiian or Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
	Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
	American Indian or Native Alaskan	A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
	Two or more races	A person who primarily identifies with two or more of the above race/ethnicity categories.
	I do not wish to identify	

C. Veterans and Disability Status

	Status	Definition of Category
	Protected Veteran	A person who served on active duty in the U.S. military, ground, naval or air service during a war or in a campaign or expedition for which a campaign badge has been authorized, under the laws administered by the Department of Defense.
	Person with Disability*	A person has a disability if he or she has a physical or mental impairment which substantially limits major life activities such as hearing, seeing, speaking, breathing, performing manual tasks, walking, caring for oneself; has a record of such an impairment; or is regarded as having such an impairment.

*If you need any accommodations to help you perform your job, we encourage you to discuss these with your supervisor.

*If you may need help in the event of an emergency, natural disaster, or emergency drill, please describe the type of assistance you will need.

_____ **Family member of a person with a disability** (see above for the definition of a person with a disability).

Employee signature

Date