

Disability Rights Tennessee seeks a Communications Specialist to support the Community Relations and Development Director. This is a non-exempt, full-time professional position.

Who We Are

Disability Rights Tennessee (DRT) is a non-profit organization with the mission of protecting the rights of Tennesseans with disabilities. DRT was founded in 1978 and as of today has served over 50,000 Tennesseans with disabilities. DRT provides legal advocacy services to people with disabilities across the state with numerous issues, including employment discrimination, safety in schools, abuse and neglect, and access to community resources and services.

What You'll Do

The Communications Specialist is a part of the Community Relations department and reports directly to the Director of Community Relations and Development. You will play a pivotal role in creating effective and accessible communication strategies and initiatives to raise awareness for the services offered by Disability Rights Tennessee to protect the rights of Tennesseans with disabilities.

Agency Communications Strategic Planning

- Lead the creation and maintenance of branded communications content and monthly design plans to promote awareness of DRT's programs and activities:
 - DRT website
 - Social Media channels – Facebook, X (Twitter), Threads, LinkedIn, Instagram, and YouTube
 - Publication templates – for internal and external use
 - Videos
 - Training presentation templates
 - Monthly newsletters
- Collaborate with all 11 DRT programming areas to collect information and create necessary publications.
- Collect and track digital analytics to support internal and external reporting needs.
- Measure quality and effectiveness of communication strategies to meet programmatic requirements and advance DRT mission, vision, and strategic goals.
- Monitor news sources and media outlets to stay updated on industry trends, relevant topics, and news impacting DRT's mission and service areas. Maintain a comprehensive database of news articles and media mentions for internal tracking, reporting, and campaign planning purposes.

Communications Content and Campaigns

- Manage ongoing content creation for bi-weekly blogs, daily social media, and monthly newsletters.
- Coordinate communications campaigns for agency programs and projects, which may include:
 - Printed materials
 - Social Media postings
 - Public Reports
 - Community Presentations
 - Video content
 - E-blasts
- In collaboration with Public Policy Coordinator, plan ongoing content for the weekly Policy Watch during legislative session.

External Communications

- Participate in disability community and communications collaborations and/or meetings as needed with the Outreach & Diversity Coordinator.
- Develop and draft external communications materials with the Director of Community Relations and Development—press releases, op-eds, talking points, articles, guest blogs, guest podcasts and vlogs, quotes, and speeches—and support the release of such materials.

Internal Communications

- Coordinate and create internal communication materials, including a monthly internal newsletter.
- Participates in the planning communication and marketing of agency events to ensure progress toward organizational goals.
- Create and execute communications trainings on theory and practice for DRT team members, as necessary.

QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES:

Bachelor's degree in Communications, Journalism, Social Work, Sociology, Human Services, Public Administration, Counseling or related degree with 2 years of more of experience in a related field preferred. Experience of 4 years or more will be considered in lieu of degree.

Must have the following skills and abilities:

- Sound professional judgment
- Strong organizational and time management skills
- Proficient use of technology including the ability to learn to use the Disability Advocacy Database or other case database used by DRT
- Strong oral and written communication skills
- Ability to engage in logical analysis
- Ability to think creatively and contribute to a diverse array of campaigns and subject areas
- Ability to work independently and meet deadlines
- Skillful questioning and attentive listening skills
- Ability to work well in teams
- Ability to professionally represent DRT
- Experience with Cision, Adobe Suite, Hootsuite, Canva, WordPress, MailChimp

What Else You Should Know

Equity, diversity and inclusion are at the heart of DRT's mission, values, and daily practice. We are an equal opportunity employer, and we actively seek candidates from diverse backgrounds to join our team including but not limited to candidates with disabilities, persons of color, members of the LGBTQ community, professionals from various generations, and veterans.

The position is full-time. In-office work will be required at times. Remote work will be allowed for portions of this position. The role may require travel. The salary for this position is \$47,500. Exact salary depends on experience. We offer excellent benefits such as flexible schedule, remote work, maternity/paternity leave, paid federal and state holidays, and insurance options including medical, vision, dental, life, and disability.

What Now?

If this seems like you, please send a resume and cover letter to AnnA@DisabilityRightsTN.org