

Engagement Specialist -contract position for Non-Profit Organization

Overview: We seek a dedicated and proactive Engagement Specialist to provide administrative and operational support to the Co-Executive Director (hereby known as the “Director”) at Texas Advocates. The ideal candidate will be passionate about advocacy, community engagement, and empowering self-advocates. This role involves a mix of administrative duties, event coordination, and communication tasks to help advance our mission.

Texas Advocates is recognized as the leader in self-advocacy for Texans with intellectual and developmental disabilities (IDD). Texas Advocates fights to stop unfair treatment and advocate for more and better services and supports for people with disabilities to be included in their communities.

Key Responsibilities:

Administrative Support:

- Assist the Director to manage their calendar, schedule meetings, and coordinate travel arrangements.
- In conjunction with the Director, prepare and organize documents, reports, and notes for meetings and events.
- Handle some correspondence, including emails and phone calls, on behalf of the Director.
- Work with the Director to maintain organized files and records

Event Coordination:

- Assist in planning, organizing, and executing community events, trainings, advocacy campaigns, board meetings, and the Annual Conference.
- Coordinate event logistics, including venue bookings, catering, and material preparation.
- Assist the Director with recruitment, and registration and provide on-site support during events.

Communication and Outreach Support:

- In conjunction with the Director, engage with community members, partners, and stakeholders to foster relationships and gather feedback.
- Support the Director to prepare advocacy materials, presentations, and other training.
- Participate in community meetings and advocacy events with the Director as needed.

Requirements:

- Strong organizational and time-management skills with the ability to manage multiple tasks and priorities.
- Experience working with individuals with IDD.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and Google Workspace.
- Passion for advocacy and commitment to empowering self-advocates.
- Strong interpersonal skills and ability to build relationships with diverse community members.

- Detail-oriented, proactive, and resourceful.
- Flexible and adaptable to changing needs and priorities.
- Able to independently travel within Central Texas for meetings as needed with the Director.
- Will work a hybrid work model, combining in-person and remote work.

Preferred Qualifications:

- Experience with plain language and self-advocacy support.
- Bachelor's degree in a relevant field (e.g., Social Work, Public Administration, Communications) or equivalent experience.
- Previous experience in administrative support, community engagement, and/or advocacy is preferred.

Application Process: Interested candidates should submit a resume and a cover letter outlining their qualifications and interest in the position to **info@texadvocates.org**.

Applications will be reviewed on a rolling basis until the position is filled.

Texas Advocates is committed to diversity and inclusion and encourages applications from individuals of all backgrounds.

Find more information about the organization at **texadvocates.org**

Join us in making a difference in the lives of self-advocates and their communities!