**Consulting Advocate**

**Organization:**The Arc- Jefferson, Clear Creek & Gilpin Counties

**Organization Type:**501(c) (3)

**Department/Group:** Advocacy Team

**Location:**Based at The Arc’s office with regular off-site responsibilities-All positions at The Arc are up to 80% remote.

**Position Type:** Part-time, non-exempt position-some nights and weekends are required

**Reporting:** Self-Advocacy Program Coordinator

**Accountability:** Accountable to people served by The Arc and our entire staff team

**Position Description**

The Consulting Advocate will participate in promoting the voices of and leadership opportunities for people with intellectual and developmental disabilities (IDD). Through their lived experience, this position will contribute to the development of consulting advocacy activities and events, including any future programming and the current self-advocacy programs: Peer Power, People First, Speaking for Ourselves (SFO), LifeAbility, and Coffeehouse.

**Responsibilities**

**Peer Power**

* Act as a peer advocate during Peer Power events, empowering and supporting people through reflecting and sharing lived experience
* Help identify opportunities/locations in the community to deliver Peer Power events
* Participate in the planning, budgeting, communication and delivery of Peer Power events
* Support email communication and correspondence

**LifeAbility**

* Act as a peer advocate during LifeAbility events, empowering and supporting people through reflecting and sharing lived experience
* Participate in the planning, communication and delivery of LifeAbility events
* Support the scheduling, outreach, and logistics with Self-Advocacy Program Coordinator
* Support email communication and correspondence
* Participate in grant conversations and help compile evaluations

**People First and Speaking for Ourselves**

* Empower and support self-advocates with their leadership skills and mission
* Attend and participate in the People First monthly meetings and events
* Attend Speaking for Ourselves meetings and events

**Community Engagement**

* Share information about The Arc – JCCGC, our self-advocacy programs, and the importance of lived experience to educate the community
* Coordinate with the Advocacy Team and other staff team members and participate in community outreach and engagement events, as requested

**Other**

* Stay abreast of issues and advances in the self-advocacy movement and share this information to support The Arc’s growth in this area
* Contribute to the advocacy programs through sharing insight and lived experience
* Uphold the values of self-determination and empowerment; support people to speak for themselves
* Empower, inform, guide, and educate individuals with IDD to strengthen their self-advocacy skills
* Embrace and model The Arc’s Core Values and Guiding Principles
* Embrace and model the principles in The Human Element embraced by our chapter and on which all staff are trained
* Support and foster a cohesive Advocacy Team that serves people with IDD and their families from an individual’s birth through end of life
* Participate in The Arc’s Strategic Planning process as it occurs, and its annual operational planning and budgeting process
* Other duties as assigned

**Qualifications, Knowledge and Skills**

* Ability to use Microsoft 365, Zoom and email platforms
* Ability to work independently and as part of a collaborative team
* Highly organized
* Flexibility to work evenings/weekends and travel locally as needed
* Access to reliable transportation
* Commitment to supporting a culture of openness, respect and continuous improvement
* Commitment to the mission, vision, values, and work of The Arc
* Understanding of the self-advocacy movement and disability rights
* Experience with inclusive meetings and/or peer-led groups
* Familiarity with person-centered language and disability etiquette
* Willingness to engage in additional training
* Experience interacting, speaking with, and demonstrating a respectful and accessible approach to communication during interactions with people with IDD
* Ability to present and adapt information based on audience needs
* Ability to listen with empathy and compassion
* Ability to hear and digest constructive feedback
* High level of self-awareness and commitment to continuous improvement
* Ability and willingness to foster professional, authentic relationships
* Ability to set personal and professional boundaries

**Preferred Experience and Skills**

* Ability to use firsthand experience to advise peers on questions related to disability, such as navigating transportation, applying for government benefits and more.
* Administrative experience including planning, organization and logistics
* Comfort level with presenting in front of a group. Willingness to grow and develop additional skills.

**Compensation**

This position is a part-time, non-exempt position with a starting hourly wage of $20/hour. Beyond pay, The Arc also contributes 5% to a 403b retirement account for you, whether you choose to contribute independently or not. We offer prorated holiday pay for those holidays normally worked, and 4 personal days (prorated), as well as accrued sick leave and vacation. As an added benefit, The Arc provides paid time off when the office is closed between December 25th and January 1st each year so team members can enjoy time together with friends and family.

Background

Founded in 1961, The Arc- Jefferson, Clear Creek & Gilpin Counties is one of more than 650 chapters of The Arc across the United States. We are a part of the largest national organization of and for people with intellectual and developmental disabilities (IDD) and their families, promoting and protecting their human rights and actively supporting their full inclusion and participation in the community throughout their lifetimes. We foster respect and access, giving people with I/DD the power to achieve their dreams.

For more information about The Arc- Jefferson, Clear Creek & Gilpin Counties, please visit [www.arcjc.org](http://www.arcjc.org)

*The Arc is an equal opportunity employer that values workplace diversity. The Arc strives to create an inclusive work place that embraces diverse backgrounds, life experiences and perspectives. The Arc prohibits discrimination of employees or applicants on the basis of race, creed, color, age, sex, national origin, disability, marital status, gender identity, sexual orientation, religious or political affiliation, or any other classification considered discriminatory under applicable law.*