



Communication **FIRST**

Because communication is a human right.

JOB OPENING:

Community Engagement Associate

Position posted **January 9, 2025**

CommunicationFIRST is the only nonprofit organization led by and focused on protecting the human and civil rights and advancing the interests of the estimated 5 million children and adults in the United States who cannot rely on speech alone to be heard and understood due to disability or other condition and regardless of cause or age of onset. CommunicationFIRST is a cross-disability, cross-generational, multi-racial, and multicultural disability-led civil rights organization. We promote systemic change through public engagement, policy and practice reform, and legal advocacy.

The **Community Engagement Associate** is a **full-time, mostly remote** position at CommunicationFIRST. The successful candidate will play a key role in the organization's growth, outreach, and success. CommunicationFIRST has an important story to communicate, and we try to tell it well through words, graphics, and the moving image. We are looking for a person who will help us find new ways to better represent our work, reach new audiences, and expand the organization's impact.

CommunicationFIRST is a small but nimble organization with an ambitious agenda. We build consensus to determine organizational policies and priorities, and we work collaboratively to achieve our goals. As a young organization, each employee can expect to work on a wide variety of tasks, including conducting research, writing, leading discussions, seeking feedback, managing deadlines, making presentations, organizing remote and in-person events, and engaging with members.

From approximately mid-March to mid-September 2025, this position will also involve fulfilling some of the responsibilities of the Director of Communications, who will be on parental leave.

Responsibilities

- Promote civic engagement by speech-disabled individuals
- Engage constituents through words, graphics, and the moving image; expand public awareness of civil rights and policy issues impacting people with speech-related

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<https://CommunicationFIRST.org/>



disabilities, including how to advocate with local, state, and national officials to effect change

- Help manage the organization's website and social media, including writing, editing, formatting, and posting accessible content; prepare newsletters
- Help conceive, design, and execute webinars and occasional in-person events
- Produce, edit, and caption videos
- Draft, edit, design, produce, and disseminate press releases, white papers, reports, position statements, toolkits, newsletters, and other resources
- Solicit, edit, and publish guest blogs from AAC users
- Respond to email, text, and phone inquiries from members and the general public
- Manage and update, and ensure the confidentiality of, internal databases
- Assist the Chair of the Board and the Executive Director with important administrative assignments

What We Hope You'll Bring to the Role

- At least one year of experience working in a disability-focused organization; Prior experience in a communications and/or administrative assistant position
- Adept at filming, editing, captioning, and producing video clips
- Exceptional attention to detail; Excellent communication, writing, and editing skills
- Strong document production and graphic design skills; Experience designing digital materials to generate community engagement
- Demonstrated ability as a self-starter who, in consultation with others, can prioritize, manage, and execute tasks from start to finish
- Experience managing an organization's social media channels (e.g., TikTok, LinkedIn, Bluesky, Twitter/X, Facebook, Instagram, Threads)
- Experience using AAC and/or interacting with AAC users; and/or other lived disability experience; Commitment to our mission and to disability equity and justice
- Familiarity with accessibility guidelines and plain language
- Commitment to consistently treating colleagues, coalition partners, and members with kindness and humility, even in stressful situations



- Ability to protect the confidentiality of sensitive information

Salary and Benefits

- Fully remote daily work environment, with occasional travel and attendance at in-person meetings and events; Flexible work schedule
- Challenging and fulfilling work in a collegial, friendly, and disability-centered working environment at a small but mighty national nonprofit civil rights and social justice organization
- Salary: \$50,000-\$60,000, depending on experience
- Excellent health, dental, and vision insurance, with 90% of premiums covered by the organization
- Short-term disability insurance policy
- Unlimited PTO
- Stipend to cover use of home office and equipment

Application Process

- Email jobs@communicationfirst.org with the subject line “**Community Position: [First name] [Last name],**” and attach (in a single, screen-readable PDF, if possible):
 - (1) a cover letter describing your interest in the position, and your connections (if any) to AAC users and to disabled people generally;
 - (2) your résumé or CV, containing detailed information about your qualifications for this position;
 - (3) two short (less than 5 pages) writing samples; and
 - (4) an example of something you have designed and produced (e.g., video, webpage, report, meme, brochure, flyer) (this can be sent by link (for a video or webpage), image, or document file (e.g., PDF)).
- Applications will be accepted on a rolling basis until the position is filled. No phone calls, please. We will only contact candidates who are selected for interviews. Interviews will be conducted over Zoom or similar platform. We will request at least three references at the interview stage. One or more untimed writing or editing exercises may be given later in the process.



People with speech-related or other disabilities and people of color are strongly encouraged to apply. We are an LGBTQIA-friendly workplace. Please let us know of any accommodations you might need to apply by contacting us at jobs@communicationfirst.org or calling or texting: 202-556-0573.

CommunicationFIRST is an equal opportunity employer and does not discriminate on the basis of race, color, sexual orientation, gender identity or expression, language, religion, national origin, sex, age, marital status, disability, personal appearance, family responsibility, political affiliation, or any other status protected by applicable law.