



Communications Assistant

Association of University Centers on Disabilities (AUCD)

AUCD is seeking a full-time Communications Assistant to support the communication and information dissemination activities of both the organization and the wider network. This position will work under the primary supervision of the Resource and Dissemination Manager with additional points of supervision related to funded projects.

AUCD promotes and supports a national network of interdisciplinary centers on disabilities. Its member centers represent every US state and territory and include 67 University Centers for Excellence in Developmental Disabilities (UCEDD), 52 Leadership Education in Neurodevelopmental and Related Disabilities (LEND) Programs and 15 Intellectual and Developmental Disabilities Research Centers (IDDRC). Together, these organizations advance policy and practice through research, education, leadership, and services for and with individuals with developmental and other disabilities, their families and communities, in support of independence, productivity, and satisfying quality of life.

The AUCD office is in downtown Silver Spring, MD, one block from the Red Line Silver Spring Metro station. While AUCD staff are currently teleworking due to the pandemic, once an official process is established for phasing back into the office, this position will transition to an in-office position and is not eligible to be 100% remote. Certain in-office tasks listed are on hold while remote and other projects may be identified in their place until AUCD returns to the office.

Communications Responsibilities

Newsletter Submissions

- Post News/Events on CMS
- Create Social Media Messaging

Social Media

- Update list of social media profiles of all AUCD Network Centers
- Assist with creating messaging for social media promotion
- Assist with social media promotion

Review network websites and social media accounts weekly for news items that could be promoted broadly through AUCD's website and social media

- Create news items by using AUCD's Public Promotion Form
- Assist with social media promotion

Virtually attend and take notes for the following meetings:

- AUCD Communications Team
- Community Education and Dissemination Council (CEDC)
- Communications Special Interest Group (SIG)

Under the guidance of the Director of Public Policy and the Senior Advocacy Specialist, Produce *Tuesdays with Liz* YouTube web series

- Schedule interviews with guests
- Collaboratively work with *Tuesdays with Liz* team on a schedule and ideas for upcoming episodes
- Lead team meetings and create an agenda
- Film interviews
- Provide feedback during interview, while being mindful to support (rather than direct) the host and interviewees
- Edit interviews using Adobe Premiere Pro
- Post interviews on YouTube, and provide social media content (Twitter, Facebook, Instagram) to Communications Team
- Caption the videos in YouTube Studio
- Thank guests after each interview and provide with video link to ensure further dissemination

Track signed-on policy letters and amicus briefs

Required Qualifications and Competencies

- 1-2 years of related experience to the responsibilities outlined
- Demonstrated written/oral communication skills including tact, patience, and courtesy
- Demonstrated organizational skills, attention to detail, ability to prioritize, track projects and multi-task to meet deadlines
- Sensitivity to the needs of persons with disabilities
- Demonstrated ability to work independently and as a team
- Comfortable using Microsoft Office software (Word, Access, Excel, PowerPoint) and general internet skills
- Basic understanding of collaboration tools such as Zoom, webinars, and surveys
- In the absence of leadership, exercises initiative and judgment in responding to concerns (both internal and external) or, if unable to assist, promptly refers to the appropriate party or department and follows up to ensure problem resolution
- Ability to be flexible and take an optimistic approach to new challenges
- Nonprofit experience a plus
- Knowledge of content management systems and website skills a plus
- Social media messaging or communications experience a plus

Desired Qualifications

- Familiarity preferred with the national network of University Centers for Excellence in Developmental Disabilities (UCEDD), Leadership Education in Neurodevelopmental Disabilities (LEND); and the Intellectual and Developmental Disabilities Research Centers (IDDRC)

Benefits

AUCD provides a family-friendly and flexible work environment; a competitive salary based on education and experience; generous health, dental, disability, life insurance and retirement benefits; and three weeks' vacation, sick and personal days, and paid holidays. This position provides a unique opportunity to exercise your expertise, creativity and initiative in a fast-paced yet relaxed office atmosphere. AUCD is committed to an inclusive culture that values all types of diversity, and as such has experience accommodating a wide range of disability and related workplace needs.

Salary Range

This position's starting salary range is \$35,000-\$45,000 dependent upon qualifications and experience.

How to Apply

Please submit: (1) a letter of interest, (2) a resume of relevant experience, (3) names and contact information of at least three professional references, and (4) any accommodations needed for the application and interview process to Anna Costalas (acostalas@aucd.org) with "Application Communications Assistant" as the subject line. Applications will be accepted and reviewed immediately. The position will remain open until filled.

The online job posting can be found here: <http://www.aucd.org/index.cfm/employment>.

For more information about AUCD, visit: www.aucd.org.

AUCD is an equal opportunity employer. Persons from traditionally underrepresented or unrepresented cultural backgrounds and persons with disabilities are strongly encouraged to apply.