



Policy & Advocacy Assistant Job Description

Overview

Policy & Advocacy Assistant

Location: Remote (location in or near the Washington, DC metro area is preferred)

Start Date: ASAP

Status: Part-time (25 hrs/week)

Salary Range: \$20-\$30/hour; commensurate with experience

Reports to: Policy & Advocacy Co-Directors

Overview

As the National Down Syndrome Congress (NDSC) continues to grow its influence in disability policy and expand its grassroots and coalition-based advocacy efforts, we are seeking a highly organized and motivated **Policy & Advocacy Assistant** to support our Policy & Advocacy Team and the broader organization. This newly created position will help advance NDSC's policy priorities at the federal, state, and local levels and play a key role in developing and coordinating advocacy resources and events. The ideal candidate is detail-oriented, brings a blend of policy understanding, communication skills, and logistical acumen, and thrives in a collaborative, fast-paced remote environment.

1. Character and Personal Growth Attributes for All

- Respect for others, commitment to quality, integrity, self-motivation, and a positive attitude.
- Relationally, work well with others, resolve conflicts, and be trustworthy.
- Be an aggressive learner who consistently tries to grow in knowledge and competencies.
- Be a contributing member of a healthy staff culture as we collectively strive to fulfill NDSC's mission and vision.

2. NDSC Staff Responsibilities

- The Policy & Advocacy Assistant reports directly to one of the Policy & Advocacy Co-Directors.
- Submit a monthly staff report.
- Attend weekly Staff Meetings and Policy Team meetings
- Perform other responsibilities as assigned by one of the Policy & Advocacy Co-Directors.

3. Key Duties

- **Policy & Advocacy Administrative Support**
 - Maintain and update the National Down Syndrome Advocacy Coalition (NDAC) database and other advocacy-related contact lists
 - Assist with scheduling meetings, drafting agendas, developing PowerPoint slides, taking notes, and tracking follow-up tasks for Policy Team and coalition work
 - Support development and dissemination of Action Alerts, policy briefs, and advocacy resources
 - Track and summarize legislation and policy developments; assist in maintaining organized policy files
 - Provide administrative support for policy webinars and virtual trainings, including slide prep, Zoom logistics, and follow-up
- **Event Planning & Logistics**

- Coordinate all logistics for the **Down Syndrome Policy Summit (Fall 2026)**
- Manage scheduling, registration, speaker coordination, AV, accessibility planning, materials, and post-event follow-up
- Support communications and outreach to attendees, including advocates, Hill staff, and partner organizations
- Help develop resources and materials as directed by Policy Team
- **Convention & Policy Team Events Onsite Support**
 - Assist NDSC Grassroots Manager in planning and execution of the annual **Advocacy Training Boot Camp (ATBC)** at the NDSC Convention
 - Help as part of the NDSC team at the annual NDSC Convention
 - Coordinate travel, shipping, and material prep for Policy Team
 - Assist with cross-departmental support as needed
- **Communications & Digital Support**
 - Assist in drafting basic content for social media and assist with policy updates to the website
 - Help maintain digital advocacy tools and organize files in Microsoft Teams, SharePoint and OneDrive
 - Assist with outreach to journalists, disability influencers, bloggers, and podcasters
- **Support for Self-Advocate Policy & Advocacy Engagement**
 - Provide administrative and logistical support for self-advocates who serve on the Policy Team or otherwise participate in advocacy initiatives
 - Assist in developing accessible materials and resources tailored to support self-advocate engagement in policy and advocacy
- **Technical & IT Coordination**
 - Support use of CRM (Bloomerang) for tracking advocacy activity and outreach
 - Address technical questions from Policy Team regarding Teams, SharePoint and other programs
 - Help with design and maintenance of new NDAC portal on NDSC website
 - Liaise with IT provider (NTI) for troubleshooting and technical needs related to Policy Team tools and platforms

4. Reviews & Evaluation

- All new employees receive an initial performance appraisal upon completing their first 90 days of employment.
- To provide our staff with consistent feedback and create an ongoing dialogue about priorities, performance challenges, and ways they can feel supported and empowered, every staff member fills out a monthly report they submit to their supervisor. Part of this report outlines their top three to five work priorities on a rolling basis for the upcoming 90 days. They will also outline the progress made on their current monthly priorities.
- Along with the monthly report, every staff member and supervisor will have regular Check-In meetings. Most of these meetings will involve informing staff members and supervisors about and progressing toward their priorities for the next 90 days.

5. Compensation & Schedule

- Part-time role (approx. 25 hours/week); contractor or staff (to be discussed)
- Work hours generally during standard business hours, with some flexibility and occasional evenings/weekends
- NDSC is an all-remote organization. This is a remote position, with travel required a few times a year.
- Compensation \$20-\$30/hour based on experience.

6. Qualifications

- A commitment to the mission of NDSC and improving the lives of individuals with Down syndrome and other disabilities
- Proven track record in initiation, problem-solving, attention to detail, and multitasking.
- A high degree of emotional intelligence to work with a wide range of people.
- Strong writing and verbal communication skills, including experience with reports, social media, and advocacy content
- Experience (paid or unpaid) in public policy, disability rights, communications, or nonprofit work preferred.
- Strong interpersonal, verbal, and written communication and organizational skills are essential for this position.
- Ability to prioritize tasks and work both independently and as part of a team.
- Proficiency in Microsoft Office, Teams, SharePoint, Zoom, website and webinar platforms.
- Preferred experience with CRM/databases (Bloomerang a plus).
- Must have valid driver's license, reliable transportation, and appropriate insurance
- A four-year degree is preferred.
- Preference will be given to candidates within a short distance from Washington DC who will be available for occasional in-person meetings or Hill visits.

About the Organization

The National Down Syndrome Congress (NDSC) is a leading national organization dedicated to ensuring that every individual with Down syndrome is empowered to achieve their full potential. Through education, advocacy, and outreach, NDSC serves thousands of individuals with Down syndrome, their families, and professionals across the country.

To Apply

Please send your **resume and cover letter** at your earliest convenience to Heather Sachs, **Policy & Advocacy Co-Director** at heather@ndsccenter.org.

NDSC is an equal opportunity employer. We welcome applicants of all backgrounds and do not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age, disability, or any other protected status.