



Accessibility Rights Coordinator/Manager

The Equal Rights Center (ERC) is a nonprofit organization that advances civil rights in housing, employment and public accommodations in its home community of Greater Washington D.C. and Nationwide. The ERC conducts investigations using civil rights testing to identify unfair and unlawful discrimination and uses data from civil rights testing to educate, advocate and, when necessary, to enforce the law.

The ERC is hiring an Accessibility Rights Coordinator or Manager. This position will be responsible for coordinating and conducting a variety of disability-related testing investigations. Specific duties will include the following:

- Design, coordinate, and project manage civil rights testing investigations relevant to issues impacting individuals with disabilities, including:
 - Complaint-based testing and systemic investigations focused on discrimination based on disability;
 - Site survey audits of third parties to assess compliance with the ADA and FHA Design and Construction standards.
- Analyze investigative results and prepare written findings for referral to enforcement agencies and litigation counsel;
- Conduct site surveys, compile results, and provide advice for corporate clients;
- Conduct case management, tracking, and follow-up;
- Serve as an ERC representative and spokesperson on disability issues;
- Maintain specialized knowledge on discrimination issues impacting individuals with disabilities;
- Develop and maintain relationships with other disability rights and civil rights organizations focused on issues affecting individuals with disabilities;
- Develop written content on issues regarding equal access for people with disabilities;
- Serve as an ERC trainer on the ADA, FHA Design and Construction standards, and requests for reasonable accommodations and modifications issues; and
- Conduct disability intake interviews with civil rights complainants and provide appropriate follow-up, investigation, and/or referrals.

Required Qualifications:

- A Bachelor's degree from an accredited institution.
- A minimum of one-year experience conducting design and construction site survey audits of third parties and preparing written reports regarding the same.

- Significant experience designing disability testing investigations, and the demonstrated ability to implement complex investigative testing strategies.
- A working knowledge of the ADA.
- Demonstrated commitment to civil rights and social justice.

In addition, a successful candidate will have:

- Excellent organizational and time management skills, including the ability to prioritize and manage multiple projects with attention to detail, meeting strict deadlines.
- Exceptional written and oral presentation skills.
- Comfort working in a fast pace environment with lots of change and collaboration with a diverse team.
- Self-motivation and the ability to take initiative with minimal supervision.

Title, Salary and Benefits:

The level of hire (coordinator or manager) and salary will depend upon qualifications and experience. The coordinator level salary will range between \$45,000 and \$55,000, and the manager level salary will range between \$60,000 and \$67,000.

The ERC offers a generous benefits package that includes health insurance, life insurance, paid leave, IRA plan with matching contributions, and other competitive benefits.

Application Procedure:

Please email a cover letter and resume to employment@equalrightscenter.org

Email subject line: Accessibility Rights Coordinator/Manager

Deadline: Open until filled

**The Equal Rights Center is proud to be an Equal Opportunity Employer.
The Equal Rights Center is a barrier, drug and smoke-free workplace.**