



Accessibility Rights Manager/Director

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 Manager or Director. 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;
- Work with legal counsel to the ERC on accessibility civil rights testing investigations requiring enforcement;
- 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 and provide content and project management support for related ERC projects, including tech projects;
- Develop and maintain relationships with other disability rights and civil rights advocates and organizations focused on issues affecting individuals with disabilities;
- Develop written content on issues regarding equal access for people with disabilities; and
- Serve as an ERC trainer on the ADA, FHA Design and Construction standards, and requests for reasonable accommodations and modifications issues.

Required Qualifications:

- A college degree from an accredited, 4 year university, with a Master's Degree preferred;
- 2 years of experience conducting site surveys of multifamily housing and/or public spaces, and developing testing methodologies for in person and matched pair testing and/or site surveys;
- Experience managing and supervising test coordinators;
- Experience managing and executing complex complaint and systemic based testing investigations;
- A working knowledge of the ADA;
- Demonstrated commitment to civil rights and social justice; and,
- Demonstrated skill and comfort in proactively building relationships with a variety of stakeholders, including businesses, government agencies, advocates and nonprofit organizational partners.

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; and,
- Self-motivation and the ability to take initiative with minimal supervision.

Title, Salary and Benefits:

The level of hire (manager or director) and salary will depend upon qualifications and experience, with a salary range of \$60,000 to \$100,000 a year.

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 Manager/Director

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.**