



## **Outreach Self-Advocate - People First Wisconsin - Job Description**

### **General Summary:**

The applicant will be responsible for assisting with activities connected to the Disability Inclusion Fund (DIF) Grant that People First Wisconsin received to increase their work in 2022. Activities will include communications and fulfilling statewide outreach to self-advocates, professional businesses, and local to national governing boards.

**Job Location:** Statewide using virtual platforms (phone, email, Zoom, others as needed)

**Position Type:** Part-Time: 8 - 15 hours per week; up to 20 hours per week

**Wage:** \$17.00/hour

### **Responsibilities:**

1. Study and understand the activities related to the Disability Inclusion Fund (DIF) Grant
2. Help create resources (written and video) that help local chapters, other self-advocates, and others who support people with disabilities.
3. Serve as an organizer and facilitator of regular live Zoom meetings, training, and workgroups to connect self-advocates to one another to help solve issues in their local communities.
4. Work with the People First team to find self-advocates to participate in local to national workgroups that work on issues that face people with disabilities.
5. Work with People First team to find businesses to participate in training, meetings,, and workgroups related to diversity and inclusion.

### **Qualifications:**

1. 2 Years prior self-advocacy experience working with people with disabilities
2. Works well as a team member
3. High School diploma or equivalent
4. Flexible communication style
5. Preferred knowledge of technology/social media (Facebook, Website builders, Microsoft Suite (Word, Excel, Outlook), Google Suite (Google Sheets, Docs, Gmail,

Drive), and virtual meeting platforms (Zoom, Teams, UberConference, GoTo Meeting)

6. Ability to clear standard background check

**Other Information:** Work will be assigned by the executive director, technical assistant, or office manager as needed.