**Job Posting**

**Position: Advocacy Manager**

Progress Center for Independent Living seeks to hire a qualified candidate to organize, lead, and manage the organization’s work to increase physical, social, and program access in Suburban Cook County. The Advocacy Manager will work with a team of community organizers. The Advocacy Manager will lead the team efforts to work one on one with people with disabilities who experience barriers to independence; identify and manage campaigns to increase community-wide access in the areas of education, housing, transportation, healthcare, and employment; and offer bi-annual Legislative Trainings.

Essential Duties of the Advocacy Manager Position include:

1. Report to the Program Director
2. Supervise all Community Organizing Staff
3. Serve as a liaison with community groups and human service agencies as appropriate, and represent the center in community advocacy meetings. This may include travel to meetings and events.
4. Serve as a resource person on advocacy issues for Progress Center staff
5. Comply with all established policies and procedures for the Center.
6. Provide information and referral to individual people with disabilities and the community
7. Complete required documentation and reporting in a timely manner.
8. Develop and implement, and participate in, disability access and inclusion compliance efforts throughout suburban Cook County.
9. Provide consumer training on advocacy and legislative issues and skills.
10. Develop and maintain database information on consumers interested in systems advocacy work.
11. Communicate and meet with public policy makers about systems advocacy issues of concern to the disability community.

Qualifications:

1. Bachelor’s Degree required.
2. Experience working in the disability community.
3. Experience with issues that impact the systemic inclusion of people with

disabilities, such as education, housing, transportation, healthcare and employment.

1. Must be able to travel within the service area and to other states as necessary.
2. Knowledge of Suburban Cook County area and resources available.
3. Experience working independently with self-direction.
4. Public relations and interpersonal communications skills.
5. Experience with managing time effectively and delegating responsibility appropriately.

Since 1988, Progress Center for Independent Living has been the Center for Independent Living serving Suburban Cook County. Progress Center is a member of the nationwide network of Centers for Independent Living that provide peer support, independent living skills, information and referral, and advocacy to persons with all types of disabilities. Progress Center is also a member of the statewide network of centers for independent living, the Illinois Network of Centers for Independent Living. Throughout the country, all centers for independent living are governed and staffed by a majority of people with disabilities.

People with disabilities and people of color are encouraged to apply for Progress Center’s Advocacy Manager Position.

Salary: The starting salary is $31,000.

To apply, send a resume, cover letter, and references to [garnold@progresscil.org](mailto:garnold@progresscil.org)