



## **Legislative Assistant at The Arc of Illinois**

Are you organized, energetic, and proactive? Do you have advocacy experience in the disability field and/or lived experience? The Arc of Illinois is seeking a Part-Time Legislative Assistant for a dynamic role with potential for growth and expansion, with up to 20 remote and in-person hours per week.

### **About the Organization:**

The Arc of Illinois advocates for people with Intellectual and/or Developmental Disabilities (I/DD) to live, learn, work, and play in the community. Visit [www.thearcofil.org](http://www.thearcofil.org) to learn more.

### **Position Summary:**

The Legislative Assistant will support multiple managers, including the Going Home Coalition Manager, Team Lobbyist, and Executive Director in advancing The Arc's advocacy goals. This role requires effective communication and coordination across different management styles.

### **Responsibilities:**

- Coordinate activities and maintain clear communication with multiple managers.
- Provide administrative support for legislative advocacy, including scheduling meetings with legislators and drafting materials.
- Support outreach efforts of The Arc of Illinois, Going Home Coalition, and GHC members to legislators, and other key decision makers.
- Engage in voter outreach and registration efforts as part of REVUP Illinois.
- Actively engage with coalition members and potential members to involve them in GHC activities.
- Maintain and update participant lists, databases, and contact information.
- Respond promptly to inquiries regarding the Going Home Coalition.
- Attend meetings, take notes, and distribute minutes.

- Support outreach to legislators and key decision-makers.
- Assist in planning regional meetings and webinars.
- Develop templates and resources for advocacy efforts.
- Regularly update the list of service providers, legislative contacts, and other data used on Going Home Coalition materials, websites, social media platforms, etc.
- Perform other duties as assigned to support the organization's mission.

**Qualifications:**

- Strong communication skills and ability to work effectively with multiple managers.
- Advocacy experience and lived disability experience are strongly preferred.
- Highly organized and detail oriented.
- Knowledge of Illinois governmental processes is a plus.

**Please send cover letter and resume to [samantha@thearcofil.org](mailto:samantha@thearcofil.org)**

**Equal Opportunity Employer:** disability/veteran

**Keywords:** Legislative advocacy, outreach, advocacy, self-advocate, Illinois government