



DISABILITY  
COMMUNITY  
RESOURCE  
CENTER

## JOB DESCRIPTION

**POSITION TITLE:** Systems Change Advocate (Systems Change I)  
**CLASSIFICATION:** Non-Exempt  
**REPORTS TO:** Deputy Director  
**SALARY RANGE:** \$20.00 - \$22.00 per hour

## SUMMARY

The Systems Change Advocate (Systems Change I) is under the direction and supervision of the Deputy Director. The Systems Change Advocate is responsible for identifying systemic issues of significance to intersectional cross- disability residents across the lifespan and developing systems change planning. This position is expected to provide leadership in the community to enact systemic changes benefiting intersectional, cross-disability residents across the lifespan on a local, state, and national level.

## RESPONSIBILITIES

- Provide three (3) hours of outreach per quarter (3 months) for a total of 12 hours a year with one (1) hour dedicated to presenting a substantive presentation to a group of 5 or more people and the two (2) hours dedicated to representing DCRC at a resource fair or other similar community event.
- Facilitate and direct short and long range planning for campaigns effecting systems change for disability issues.
- Facilitate and provide training to individuals or groups on the concepts of Disability Identity, the Independent Living philosophy, State and Federal Disability laws, and systems change advocacy on disability issues.
- Be a secondary contact point to keep Advocacy staff and members aware of local, state, and national issues affecting people with disabilities as part of the CFILC statewide network of disability advocates.
- Provide monthly reports to the Deputy Director outlining the progress of activities and campaigns that have been undertaken.

**Disability Community Resource Center - [www.dcrc.co](http://www.dcrc.co)**

12901 Venice Boulevard, Los Angeles, California 90066

(310) 390-3611 **Voice** 📞 (310) 398-9204 **TTY** 📞 (888) 851-9245 **Toll-Free**

- Represent DCRC at community meetings and other gatherings on issues of concern to people with disabilities.
- Attend and contribute to regular staff meetings of DCRC's Advocacy Department and the general staff.
- Perform other duties as assigned by the Deputy Director.
- Participate in DCRC Board Meetings as requested by Board or Deputy Director.
- Undertake policy research relevant to intersectional, cross-disability rights.
- Act as a spokesperson for DCRC where appropriate, representing DCRC on panels, taskforces, committees, commissions and at events.
- Establish and maintain effective working relationships with key partners and stakeholders.
- Work closely with regional, national and local formal and informal coalitions.
- Work with the Development & Grants Administration Manager to identify, prepare and submit funding proposals and preparing and reporting against project and program-based budgets.

#### **KNOWLEDGE OF:**

- Navigating the life experience of living with a physical or mental disability in a social justice framework.
- Grant writing, implementation, data collection and reporting.
- The Independent Living philosophy and Disability Social Justice.
- Data collection methodology for funders and program benchmarking.
- Strong work ethic with excellent verbal, writing and organizational skills.
- Effective problem solver.
- Travel as needed.
- Read and understand rules, policies and procedures.
- Use good judgment, discretion, and maintain confidentiality.
- Work well under pressure.

## **POSITION TYPE/HOURS OF WORK:**

This is a full-time supervisory position that reports to the Deputy Director. The Systems Change Advocate is expected to work the typical work week at DCRC- 40 hours a week with an unpaid hour reserved for lunch.

## **EDUCATION AND EXPERIENCE:**

Bachelor's Degree or equivalent in human services or related field or significant work experience with disability issues and service delivery to people with disabilities in a nonprofit setting. Work with people with disabilities or related services and significant experience with disability issues.

## **PREFERRED EXPERIENCE:**

Bilingual Spanish, American Sign Language or other Los Angeles County Threshold Language.

## **AAP/EEO STATEMENT:**

The Disability Community Resource Center is an equal opportunity/affirmative action employer. People with disabilities, females, minorities and elderly persons are encouraged to apply for employment.

## **DISCLAIMER:**

This job description is not intended to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other activities, duties and/or responsibilities may change or be assigned at any time with or without notice.

## **HOW TO APPLY**

To apply for this position, please submit a cover letter, resume, and the completed employment application forms to [dcrc@dcrc.co](mailto:dcrc@dcrc.co) You may also fax your application documents to 310-390-4906 or drop them off to our Mar Vista office located at 12901 Venice Blvd., Los Angeles, CA 90066.

Please note that incomplete applications will not be considered.

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## **CONDITION OF EMPLOYMENT:**

As a condition of employment, all hires will be required to comply with the Disability Community Resource Center Mandatory Vaccination Policy. All Covered Individuals under the policy must provide proof of Full Vaccination or, if applicable, submit a request for Exception (based on Medical Exemption, Disability, and/or Religious Objection) or Deferral (based on pregnancy) no later than the applicable deadline. New DCRC employees must (a) provide proof of receiving at least one dose of a COVID-19 Vaccine no later than 14 calendar days after their first date of employment and provide proof of Full Vaccination no later than eight weeks after their first date of employment; or (b) if applicable, submit a request for Exception or Deferral no later than 14 calendar days after their first date of employment. Federal, state, or local public health directives may impose additional requirements.