Disability Advocacy Program (DAP) Technical Support Coordinator
Full Time – Rochester, Albany, Westchester, or Long Island

Empire Justice Center, a highly respected, statewide legal services organization, is seeking a Disability Advocacy Program (DAP) Technical Support Coordinator to join our team. This is an opportunity to join one of the most effective organizations serving low-income individuals and families in New York State.

Empire Justice hires dedicated, determined, and passionate advocates to make a significant impact on the lives of low-income New Yorkers. We achieve our successes through a combination of direct legal representation, high-impact litigation, legislative and administrative advocacy, and by providing training and technical assistance to other advocates who are working towards the same goals.

With offices in Rochester, Albany, Westchester County, and Long Island, our organization offers staff an exciting and dynamic working environment and a strong commitment to teamwork, diversity, and personal/professional development. This position can be based in one of Empire Justice’s offices in Rochester, Albany, Yonkers, or Long Island, with the possibility of remote work.

The Position:

The Disability Advocacy Program (DAP) is a network of attorneys and paralegals throughout New York State who represent low-income New Yorkers whose applications for federal disability benefits (SSI and SSD) have been denied, or whose federal disability benefits are being terminated. It is funded by the State of New York. Funding is administered by the NYS Office of Temporary and Disability Assistance (OTDA).

The Technical Support Coordinator will assist with Empire Justice’s role as the entity responsible for statewide legal support and administrative services under DAP grant. The focus of the position will data collection and reporting. The coordinator will also focus on communications and assisting with providing trainings, resources, and technical support to DAP-funded contractors.

Primary Responsibilities for the (DAP) Technical Support Coordinator:

- Working as part of Empire Justice’s DAP team
- Oversight of data collection and analysis
- Developing data collection systems and processes
- Developing regular reports for OTDA and for DAP providers
- Providing technical assistance to grantees
- Conducting data analysis and research
- Maintaining Empire Justice Center DAP portal and web-based systems
- Coordinate logistics of presenting in-person and remote meetings and legal trainings, including handling all technical aspects of conducting a webinar, from creating advertisement and registration material to hosting the webinar
- Assisting with newsletter and other communications
- Marketing, promotion, and public relations related to project
Developing systems and processes to document and maximize efficiency of the team’s work
Providing administrative support to DAP Statewide Attorney Coordinators

**Required Qualifications:**

- Strong organizational skills;
- Highly effective communication skills;
- Strong IT skills, including proficiency in Microsoft 365, Excel, Adobe products, videoconferencing platforms (such as Zoom and GoToWebinar);
- Ability to meet tight deadlines, and work independently as well as part of a team;
- The ability to work collaboratively with a diverse staff and network of colleagues; and
- Ability to produce high quality written material.

**Preferred Skills and Qualifications:**

- Bachelor’s degree OR an Associate degree with 3 years of relevant experience
- Experience with data reporting and analysis;
- Proficiency with LegalServer;
- Proficiency with social media;
- Graphic design skills.

**Salary and Benefits**

The top salary for this position is $48,360. Salary is commensurate with experience and based on the organization’s salary scale. Empire Justice Center offers a generous benefits package, including health insurance, pension and life insurance, vacation, holiday, personal and sick time. Empire Justice Center supports and encourages a work/life balance.

Empire Justice Center is an Equal Opportunity/ Affirmative Action employer and desires a diverse and inclusive work force. People of color, women, persons with disabilities, the elderly, and LGBTQ+ communities are welcomed and encouraged to apply.

**TO APPLY:**

This position is available immediately. Applications will be accepted until position is filled. To apply, please email a cover letter, resume, and writing sample and to: employment@empirejustice.org.

Please include **(DAP) Technical Support Coordinator, First/Last Name** to the subject line. No phone calls or hard copies please. Incomplete applications will not be considered.

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employment@empirejustice.org