



**Communications Coordinator  
Henrico County, Virginia  
March 2026**

You can make a difference in the lives of people with disabilities in Virginia!

The disAbility Law Center of Virginia (dLCV) is seeking a qualified candidate for the position of Communications Coordinator to support the agency's outreach, trainings, event planning, and public engagement efforts. The disAbility Law Center of Virginia is the state's designated protection and advocacy system. Our mission is to protect and advance legal, human, and civil rights of persons with disabilities; combat and prevent abuse, neglect, and discrimination; and promote independence, choice, and self-determination by persons with disabilities.

The Communications Coordinator supports dLCV's communications and outreach efforts by developing digital and print content, maintaining the organization's online presence, and supporting events, trainings, and public engagement activities. The position works closely with the Director of Development and External Relations and collaborates with staff across the organization to ensure communications are consistent, accessible, and aligned with dLCV's mission.

## **Key Responsibilities**

### **Digital Communications**

- Manage dLCV's social networking presence across multiple platforms.
- Develop and schedule digital content that promotes dLCV programs, resources, and advocacy initiatives.
- Optimize communications platforms to increase engagement with dLCV's outreach, training, and fundraising efforts.

### **Content Creation**

- Develop and coordinate branded communications materials, including social media content, graphics, newsletters, and digital and print publications.
- Support storytelling efforts that highlight the impact of dLCV's advocacy and programs.
- Assist with short-form digital storytelling content, including basic video editing or short-form video content.

### **Website and Communications Platforms**

- Maintain and update website content and online resources.

dLCV is a private nonprofit 501 (c)(3) corporation, and is an equal opportunity employer. Minorities and persons with disabilities are encouraged to apply. For more information about us, visit our website at [www.dlcV.org](http://www.dlcV.org)

- Support the use of communications platforms, including CRM systems (such as Donor Perfect and SalsaLabs), webinar tools (such as Zoom, Microsoft Teams), and digital outreach platforms.

### **Events and Outreach**

- Assist with planning and promotion of organizational events, trainings, and outreach activities.
- Work with other staff, volunteers, and board members to plan and execute two or more major events

### **Media and Partnerships**

- Support coordination with media and community partners to promote dLCV's initiatives, programs, and news.
- Represent dLCV at occasional events and public engagement opportunities.

### **Organizational Support**

- Assist the Director of Development and External Relations as needed.
- Perform other duties as assigned.

## **Qualifications**

### **Required**

- Bachelor's degree in Communications, Marketing, English, or another related field that has provided the candidate with relevant training and expertise for this position
- Demonstrated experience or training with social media platforms and digital communications
- Experience with CRM databases, webinar technology, and website content platforms such as WordPress
- Experience using graphic design tools such as Canva or similar software
- Experience with basic video editing or short-form storytelling content
- Strong writing, editing, and communication skills
- Strong organizational and time management skills
- Ability to manage multiple deadlines in a fast-paced environment

### **Preferred**

- Experience supporting virtual, in-person, or hybrid events
- Experience working with accessible communications and inclusive design
- Familiarity with Virginia's disability services systems

The qualified candidate must have excellent interpersonal and communication skills; demonstrated sensitivity for people with disabilities and respect for cultural differences; willingness to promote and advocate for independence, informed choice, and self-determination for people with disabilities; and a demonstrated commitment to social justice. The candidate should be able to manage time and duties professionally and responsibly, and be a team player.

The successful candidate will be required to apply for a national security clearance.

Salary for a candidate with minimal experience begins at \$42,000. Starting salary increases significantly commensurate with experience. Generous benefits package includes a flexible work schedule, paid time off, health insurance, and short-term and long-term disability insurance. dLCV has a 35-hour work week; staff are supported to work a regular work week. This position is part of a collective bargaining unit.

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Interested and qualified staff may apply early, preferably by March 26, 2026. The position is open until filled, but review of external applications will begin April 16, 2026.

To apply, please submit a resume and cover letter describing your qualifications and your salary expectations to:

dLCV  
Attn: Human Resources  
1512 Willow Lawn Dr. Ste 100  
Richmond, VA 23230  
or email to [jobs@dlcv.org](mailto:jobs@dlcv.org)

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*Member of the National Disability Rights Network*