



Administrative Assistant 2
Advocacy and Community Engagement
Location: Ontario (hybrid) 3 days in office

We encourage those who are Deaf or Disabled to apply.

SALARY RANGE (Depending on Experience): \$25.64-\$30.22 hr/\$50,000-\$58.923 yr
We base salary and position offers on experience and an internal equity analysis.

Employment Status: Non-Exempt; Regular; Full time (37.5 hrs)

EXCELLENT BENEFITS including 8% 401k Match, a language differential up to \$250/mo. Health (HMO and PPO options), dental, vision, basic life insurance, short-term and long-term disability insurance and flexible spending accounts (medical, dependent care and commuter). Additionally, we offer ample vacation, sick/self care leave and eighteen paid holidays (including the last week in December) and more..... We are a Public Service Loan Forgiveness (PSLF) - eligible employer.

Application Deadline: *Open until filled.* Applications should be received by August 11, 2023 to be considered for the first round of interviews.

WHO WE ARE

Disability Rights California (DRC) defends, advances, and strengthens the rights and opportunities of people with disabilities.

DRC works for a world where all disabled people have power and are treated with dignity and respect. In this world, people with disabilities are supported, valued, included in their communities, afforded the same opportunities as people without disabilities, and make their own decisions.

DRC values all forms of human diversity. We are committed to a culture of belonging where all people are welcome. In order to be effective advocates for all people with disabilities, we must address discrimination in all its forms, including the unique challenges faced by people who experience the intersection of multiple systems of discrimination.

Advocacy and Community Engagement Practice Group (ACE)

We are a statewide team dedicated to empowering, educating and advocating for people with disabilities. We use a variety of advocacy tools including individual representation, advocacy projects, intake, and outreaches. Attorneys on our team work on all aspects of our advocacy, and have increasing opportunities commensurate with professional growth and opportunity.

Our current goals include:

- Reaching under and unserved communities in within the larger Deaf, Blind, and disabled communities to ensure that they can access our advocacy services and have the tools that they need to self-advocate.
- Ensuring that civil rights laws are applied equitably and transparently across communities.
- Eliminating barriers to accessing critical services and access.

PURPOSE OF THE JOB

Provides administrative and clerical assistance to the office manager. This position will be responsible for a high-volume organization in a fast-paced environment.

MINIMUM QUALIFICATIONS

Education and Experience

High school diploma or general education degree (GED); plus

- Five years of progressively responsible administrative or secretarial experience OR a Bachelor's degree, plus two years of progressively responsible secretarial experience.
- Proficient using Microsoft Office such as Microsoft Teams, Word and Excel,
- Effective telephone skills, including the ability to handle difficult calls and situations patiently and tactfully.
- Ability to understand and carry out oral and written instructions, to work well under pressure and deadlines, and to prioritize and handle multiple tasks, with minimal supervision.
- Ability to work collaborative as part of a team and to be flexible with changing situations.
- Tech-savvy individual who is familiar with ZOOM, Microsoft Teams, Skype, etc.;

DESIRED QUALIFICATIONS

- Associate's (AA) degree in a related field from two-year college or technical school; or equivalent combination of experience and/or training.
- Able to communicate fluently and write effectively in Spanish
- Specialized coursework or training in secretarial or business administration.
- A working knowledge of the laws, rights, and services pertaining to people with disabilities in California.



- Experience working with and/or sensitivity to persons with disabilities and/or experience working with and/or sensitivity to persons from multi-ethnic communities.
- Experience working for non-profit and/or social services organizations.
- Experience in the disability rights movement and/or extensive contacts in the disability community.
- Experience with and/or extensive contacts in ethnic or language distinct communities.
- Familiarity and/or extensive contacts with one or more of the following: homelessness, criminal justice, substance abuse or Gay/Lesbian/Bi-Sexual/Transgender/Intersex (GLBTI) communities.
- Life experience as a person with a disability OR direct experience as a caregiver of a family member with a disability.

TRAVEL REQUIREMENTS

Occasional travel required. Ability to travel occasionally for activities such as out-of-town meetings, team meetings, training, or outreach activities up to 10% of the time. More travel may be required to meet program or contract requirements.

Working at DRC is more than just a job - it is a rare opportunity to do what you are good at while making a difference! DRC offers competitive salaries and a generous benefit package. To view the detailed job description and complete the application process [here](#).