



**Executive Assistant**  
**Office of Clients' Right Advocacy (OCRA)**  
**Location:** Remote (must live in California)

**We encourage those who are Deaf or Disabled to apply.**

**SALARY RANGE (Depending on Experience):** \$57,838 - \$84,754 annually  
We base salary and position offers on experience and an internal equity analysis.

**Employment Status:** 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, 2022 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.

## **OFFICE OF CLIENTS' RIGHTS ADVOCACY**

DRC has a contract with the Department of Developmental Services (DDS), State of California, to provide Clients' Rights Advocacy services for clients of each of the 21 regional centers located statewide. That contract funds the Executive Assistant position. We are a team of zealous advocates and disability generalists who are building a culture of teamwork and working for a world where all disabled people have power, are treated with dignity and respect, and make their own decisions.

### **PURPOSE OF THE JOB**

The Executive Assistant provides high-level confidential administrative support to the OCRA Director and regularly interacts with directors, managers, supervisors, and employees throughout the organization as well as external stakeholders.

The Executive Assistant works under the direct supervision of the OCRA Director and may provide support to other members of the OCRA management team.

This position is eligible for an entirely remote work schedule. An office location may be available in one of DRC's several regional offices if preferred by the successful candidate.

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience**

- At least 4 years progressively responsible experience as an assistant to executive-level personnel.
- Bachelor's degree in related discipline.
  - An additional 4 years of executive assistant experience may be substituted for the degree.
- Ability to handle a variety of tasks and communications with a high degree of confidentiality and maturity.
- Diplomatic communication skills both virtually and in-person, including the ability to manage difficult and complex situations patiently, respectfully, kindly, and tactfully.
- Ability to communicate effectively in English, including exemplary knowledge of correct grammar, punctuation, spelling, and sentence structure.
- Experience with making travel arrangements and managing complex scheduling and calendaring requests.
- Comfort with technology and software, including a high level of proficiency with Zoom, Sharepoint, and Microsoft 365 (Outlook, Teams, Excel, and Word).
- Demonstrated experience and ability to work effectively with a variety of organizations and individuals with diverse perspectives, including people with disabilities, executive leaders, advocacy groups, and the public, and to maintain confidentiality in all matters.



## **DESIRED QUALIFICATIONS**

- Experience working in a nonprofit, social justice, or legal services organization.
- Strong communication skills, including internal and external promotions or storytelling.
- Contacts with disability organizations and/or within disability communities.
- Life experience as a person with a disability or direct experience as a caregiver of a person 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](#).**