

# disABILITY LAW CENTER

OF VIRGINIA



Protection & Advocacy for Virginians with Disabilities

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1512 Willow Lawn Dr. Ste. 100, Richmond, VA 23230  
[www.dLCV.org](http://www.dLCV.org)

T:800-552-3962  
F:804-662-7431

**Executive Assistant  
Henrico County, Virginia  
October, 2021**

The disAbility Law Center of Virginia is seeking a qualified candidate to provide administrative support to the Executive Director, the Board of Directors, Communications staff, and other agency staff. The successful candidate will have responsibility for assisting with the office's audio-visual and information technology supports and inventory. The successful candidate will also support the agency's special events and public communications.

The disAbility Law Center of Virginia is a civil rights law firm, operating as a nonprofit organization dedicated to promoting the rights of people with disabilities in Virginia, and dedicated to investigating and aggressively preventing abuse and neglect of people with disabilities.

The candidate for Executive Assistant will have a comprehensive knowledge of office practices, the demonstrated ability to manage office activities and administrative work, and experience related to the performance of a variety of duties associated with the activities of an executive office. The candidate will possess working knowledge of grammar, spelling, punctuation, and proofreading. The candidate will be able to prioritize independently duties and work assignments. The candidate will be a self-starter and have excellent organizational skills and strong experience in the use of personal computers including Microsoft Office applications, data management applications, word processing, spreadsheet, publishing, and presentation applications. Strong organizational skills, attention to detail, and the ability to work in a fast paced, multi-task environment are essential.

The candidate will have excellent oral and written communication skills, excellent customer service skills, a commitment to confidentiality, and the willingness to be an effective and positive team player. The candidate must have a demonstrated commitment to social justice. Fluency in Spanish or sign language is a bonus.

dLCV offers competitive salary, commensurate with experience, and excellent benefits. The position is open until filled, but review of applications will begin November 17, 2021. To learn more about dlc, visit [www.dlc.org](http://www.dlc.org).

To apply, submit a detailed cover letter and resume describing applicable qualifications and salary expectations to [jobs@dlcv.org](mailto:jobs@dlcv.org) or mail to Human Resources, 1512 Willow Lawn, Suite 100, Richmond, Virginia 23230. Information can also be faxed to (804) 662-7431.

Persons with disabilities and minorities are strongly encouraged to apply.  
Reasonable accommodations upon request.