



1512 Willow Lawn Dr. Ste. 100, Richmond, VA 23230
www.dLCV.org

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**Office Manager
Henrico County, Virginia
December, 2022**

You can help to make a difference for Virginians with disabilities!

The disAbility Law Center of Virginia has a full-time position available for an Office Manager and administrative team leader. The primary function of the position is to provide supervision to a team of 4-6 administrative support staff, which includes a data analyst, receptionist, intake staff, liaison to information technology provider, and general administrative assistants. The position will provide leadership for human resource management and staff relations. The position will also provide direct support for agency operations, which may include preparing correspondences, providing transportation accommodation for staff, and assisting with other agency projects as needed.

The ideal candidate for this position will have:

- Excellent interpersonal and communication skills
- Proficient computer skills including Microsoft Office products.
- Comfort and experience working with people with disabilities
- College degree or significant relevant experience
- Minimum of five years of office experience
- Supervisory experience
- Demonstrated commitment to social justice
- Willingness to travel-overnight travel may be required

dLCV requires all staff to be vaccinated against the COVID-19 virus, unless the staff has a valid medical or religious exemption. This position will also be required to apply for a national security clearance in support of several programs.

Salary for the position will be based on education and experience. Benefits include health insurance, short and long-term disability insurance, group life insurance, a retirement plan, and compensated holidays and other paid time off. dLCV is currently using a 35-hour work week for full-time staff, on a trial basis, through June, 2023. The position is open until filled, but review of applications will begin January 2, 2023.

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

To apply, submit a detailed cover letter and resume describing applicable qualifications and salary expectations to 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.

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Member of the National Disability Rights Network