



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

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**Administrative Assistant  
Henrico County, Virginia  
February 2023**

This is an exciting opportunity to work for an organization that is making a difference for people with disabilities!

The disAbility Law Center of Virginia currently has a full time Administrative Assistant position available. The primary function of the position is to assist with purchasing for dLCV and handling travel and training arrangements for staff. The position is the primary agency credit card holder. The preferred candidate will have experience with contracts and contract negotiation. The position will be the back-up for coverage of the receptionist desk and will provide assistance in human resources. Other tasks include assisting with social media and providing support to other agency staff, including providing transportation accommodations for staff with disabilities.

dLCV is a private nonprofit 501 (c)(3) Corporation and is an Equal Opportunity Employer. Minorities and persons with disabilities are strongly encouraged to apply. Extra consideration will be given to candidates who are fluent in either sign language or Spanish.

The ideal candidate for this position will have:

- Experience in most or all of the areas described above
- Attention to detail and accuracy
- Excellent interpersonal and communication skills
- Proficient computer skills including Microsoft Office products
- Knowledge of office practices
- Comfort and experience working with people with disabilities
- Ability to manage strict deadlines
- Ability to hold private information confidentially
- Demonstrated commitment to social justice
- Valid driver's license
- Willingness to travel-overnight travel may be necessary

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.

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Salary for a candidate with minimal experience begins at \$33,000 and increases with experience. Generous benefits package includes a flexible work schedule, ability to work a mix of remote and in-office after a probationary period, paid time off, health insurance, short-term and long-term disability insurance. dLCV is using a 35-hour work week, on an experimental basis, through June 2023.

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.

This position is open until filled, but review of applications will begin March 10, 2023. 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*