



**Administrative Assistant
(Reception)
February, 2024**

This is your chance to help us assist 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 provide reception coverage, including answering calls, greeting guests, distributing mail, and managing meeting room reservations. The position will act as primary liaison with building management. The position will also be expected to assist with file maintenance, editing documents and preparing correspondence, 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
- Be proficient with Microsoft Office products, including Excel
- Have comfort and experience working with people with disabilities
- Ability to handle confidential information
- Demonstrate a commitment to social justice
- Be able to lift 20 pounds
- Have experience in purchasing
- Be willing to travel - overnight travel may be required

The position is located in Richmond, Virginia and is from 9:30 to 5, five days a week, with reasonable breaks. (dLCV operates with a 35-hour work week). Remote work is not available for this position.

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. The 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.dlcvm.org

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The successful applicant will apply for a national security clearance after hire, and will have been vaccinated against COVID-19 or be willing to be vaccinated within 60 days of hire, unless the successful applicant has a valid medical or religious exemption.

dLCV offers a generous benefits package, including health and life insurance, short-term and long-term disability insurance, retirement contributions and paid time off. Salary for a candidate with minimal qualifications begins at \$32,000. The position is open until filled, but review of applications will begin February 24, 2024.

Please submit a resume and cover letter describing your qualifications and salary expectations to:

dLCV
Attn: Human Resources
1512 Willow Lawn Dr. Ste 100
Richmond, VA 23230

or email to jobs@dlcv.org

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Member of the National Disability Rights Network