

Employment Opportunity
Executive Assistant

October 2025
Richmond, VA

This is your chance to help us assist people with disabilities! The disAbility Law Center of Virginia currently has a full-time Executive Assistant position available. The primary function of the position is to provide high-level administrative support to the Executive Director, the Board of Directors, development staff, and other agency staff. The position will also assist with larger projects as needed.

The ideal candidate for this position will:

- Have comprehensive knowledge of office practices and demonstrated ability to manage office activities and administrative work
- Have experience supporting an executive office, including proofreading, prioritizing tasks, and handling confidential information
- Be proficient with Microsoft Office applications and have comfort with data entry in client and donor databases
- Be detail-oriented and able to work in a fast-paced, multi-task environment
- Have excellent oral and written communication skills, excellent customer service skills, strong organizational skills, a commitment to confidentiality and the willingness to be an effective and positive team player
- Be committed to social justice
- Fluency in Spanish or sign language is a plus
- Be available for limited travel

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, visit www.dlcV.org/employment

The successful applicant will be required to apply for a national security clearance.

The position is located at the dLCV office in Richmond, Virginia.

Salary for a candidate with minimal experience starts at \$33,400 and increases with experience. dLCV offers excellent benefits, including a 35-hour work week, paid holidays and insurance. Although dLCV has a collective bargaining unit, this is a confidential position not included in the union.

The position is open until filled, but review of applications will begin November 21, 2025

To apply, 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.

Minorities and persons with disabilities are strongly encouraged to apply. Reasonable accommodations are available on request.