Administrative Assistant

Essential Responsibilities

• Assists Executive Director with relevant day-to-day activities as requested.
• Receives clients, staff, volunteers, and visitors upon arrival and departure.
• Handles incoming video/relay calls, emails, and other communications for agency and staff.
• Provides general clerical duties such as copying, filing, information entry, and mail.
• Coordinates and schedules appointments, meetings and other arrangements as needed.
• Maintains office equipment, supplies and inventory.
• Monitors office safety and communication systems.
• Responds to inquiries and informational requests.
• Record keeping, security and maintenance of all agency tracking systems.
• Additional responsibilities deemed necessary to agency’s functioning and operations.

Key Competencies: Deaf and International Cultural Awareness, Knowledge, and Sensitivity; Customer service skills; Effective receptive and expressive communication skills; Organization and planning skills; Interpersonal and networking skills, Detail oriented; Computer literate; Decision making and problem-solving skills.

Education and Experience: BA/BS with 2+ years of office administration experience preferred. Must demonstrate native-like fluency in American Sign Language. Experience in computer and database skills with Microsoft or relevant applications needed.

Status: Full-time, Salaried, Reports to Executive Director. We will require in-person work schedule.

Yearly Salary range: $30,000 - $35,000

If you are interested in applying for this position, please submit a cover letter and resume to jobs@deafrefugeeadvocacy.org with the subject line “Administrative Assistant Application.” Candidates with diverse backgrounds, education and experience are strongly encouraged to apply. DRA is a sign language inclusive work environment. We will accept submissions until all positions are filled.

For further inquiries, please contact inquiry@deafrefugeeadvocacy.org. For more information about DRA, please check our website at www.deafrefugeeadvocacy.org.

All qualified applicants will receive consideration without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.