

Administrative Assistant

Disability Rights Maryland (DRM) seeks an Administrative Assistant to support our goal of advancing civil and human rights. The ideal candidate will share DRM's values and commitment to the fundamental rights of people with disabilities to maintain independence and full access to community life with freedom from abuse and discrimination.

Responsibilities:

The Administrative Assistant position is full-time, non-exempt, and will support the Executive Director and Director of Finance with administrative functions including:

Personnel Management – post jobs, screen applicants for qualifications, arrange interviews, process onboarding and offboarding paperwork, coordinate open enrollment for benefits, maintain personnel files for employees and volunteers.

General – Coordinate quarterly board meetings, draft letters, proof documents, arrange meetings, make reservations, coordinate local travel, create and document efficient processes. Maintain equipment and furniture inventory, perform clerical duties such as copying, filing, note taking, mailing. Other tasks as appropriately assigned.

Required Qualifications:

- Excellent attention to detail in work product.
- Well organized; ability to work independently and successfully manage multiple work priorities; work well within deadlines.
- Associate's degree or (4) years of related office experience.
- Strong interpersonal skills. Ability to establish and maintain effective working relationships and collaborate with DRM staff and colleagues in a team environment. Excellent customer service skills.
- Ability to maintain confidentiality and exercise sound judgment in the handling of all advocacy activities.
- Excellent written communication, ability to draft and edit documents with high degree of accuracy.
- Computer proficiency with software utilized to carry out job functions, including Word, Excel, Power Point, Adobe.
- Access to reliable transportation for travel within State of Maryland.
- Ability to relate respectfully to people with disabilities. Experience working with and/or sensitivity to persons with disabilities and from diverse communities.
- Strong commitment to DRM's core mission of ensuring the rights of people with disabilities to self-determination, freedom from harm, due process protections, and to participate fully in community life with meaningful choices and opportunities.

Preferred Qualifications:

- Bachelor's or master's degree from an accredited university, or more than 4 years of related office experience.
- Experience working directly with persons with disabilities.
- Life experience with a disability.
- Fluency in American Sign Language or Spanish.

Salary and Benefits:

Competitive, depending on experience. The annual salary range for a candidate with a Bachelor's degree and 0-5 years' experience is between \$43,603 and \$48,119 with increases for additional education level, experience, and special language skills.

DRM offers a generous benefits package which includes excellent medical insurance, employer-paid dental, prescription, vision, life, and disability insurance, as well as pre-tax savings plans, a retirement savings opportunity with generous employer contributions, and a telecommuting policy. DRM offers employee reimbursement for some or all of the cost of spouse or partner-paid health insurance premiums up to an established maximum amount. DRM also offers generous paid time off, including vacation, holidays, sick time, and more.

While DRM can offer some flexibility in hours and days of work, generally the work hours will be Monday through Friday, 9 am to 5 pm. Occasional evenings and weekend work may be required. This announcement can also be found at <https://disabilityrightsmd.org/careers/>.

About Us:

Disability Rights Maryland (DRM), a private, non-profit law firm, is a leader in disability rights and the Congressionally mandated Protection and Advocacy organization for individuals with disabilities in Maryland. We provide free legal services and advocacy to persons with disabilities in Maryland. DRM envisions a world where people with disabilities are fully included in all aspects of community life.

Our team is collaborative, collegial, and committed to the well-being of the communities we serve and one another. Our workplace is flexible and we place a high value on diversity and inclusion, both as an organization and individually.

To Apply:

E-mail resume, cover letter, and a writing sample to Jobs@DisabilityRightsMD.org with "**Administrative Assistant**" in the subject line.

We are looking for thoughtful, personalized cover letters that demonstrate the applicant's qualifications, work style and interest in being part of a team working to advance the civil rights of persons with disabilities in Maryland.

Applications will be reviewed on a rolling basis. Position remains open until filled with priority given to applications received before **December 15, 2023**.

DRM is an equal opportunity employer and we value diversity. People of color, individuals with disabilities, and LGBTQIA+ individuals are especially encouraged to apply.