

Administrative Support Specialist

Are you looking for an entry level position with a leader in disability rights advocacy? Are you a self starter and an innovative thinker? We need you!

The National Disability Rights Network (NDRN) is seeking a responsible Administrative Support Specialist to perform variety of administrative and clerical tasks. Duties of this position include providing support to our managers and employees, assisting in daily office needs and assisting the Office Manager.

Who We Are: NDRN is the nonprofit membership organization for the congressionally mandated, disability rights agencies known as the Protection and Advocacy (P&A) Systems and Client Assistance Programs (CAP). P&A agencies have the authority to provide legal representation and other advocacy services, under federal laws, to all people with disabilities. NDRN provides training, technical assistance, and legal support to the P&A agencies. NDRN is also involved in legislative advocacy to create a society in which people with disabilities are afforded equal opportunity and are able to fully participate by exercising choice and self-determination. For more information on our organization go to www.ndrn.org.

Responsibilities Include:

- Answer and direct telephone calls
- Receive and distribute incoming mail
- Order and maintain office supplies
- Provide general support to visitors
- Assist with preparation of materials for conferences and meetings
- Retrieve messages daily and return calls as appropriate
- Schedule office equipment maintenance as needed
- Provide support in monitoring of hosted conference calls and webinars
- Review documents to ensure they meet accessibility guidelines
- Monitor general incoming emails
- Other duties as assigned

Qualifications:

- Proven experience as an Administrative Assistant or Office Assistant
- Knowledge of office management systems and procedures
- Working knowledge of office equipment, such as printers and copiers
- Excellent time management skills and ability to prioritize work
- Attention to detail
- Excellent verbal and written communication skills
- High level of integrity and work ethic

Compensation and Benefits: NDRN offers a competitive salary, based on experience. Benefits include health plan, Flexible Spending Account; transit and parking benefits; 403(b) retirement plan; paid vacation\sick leave; 10 paid holidays and on onsite gym.

How to Apply: Interested individuals should submit a cover letter, resume and salary requirements to the attention of Belinda Miller, Deputy Executive Director of Finance and Administration, NDRN, 820 First Street, NE, Suite 740, Washington, DC 20002. Resumes may be submitted via regular mail.

NDRN is an equal opportunity/affirmative action employer. Persons with disabilities are strongly encourage to apply.

Job type: Full Time