



1512 Willow Lawn Drive, Suite 100, Richmond, VA 23230
www.dLCV.org

T:800-552-3962
F:804-662-7431

**Program Support Assistant
Henrico County, Virginia**

The disAbility Law Center of Virginia currently has a full time Program Support Assistant position available. The primary function of position is collecting and entering data received from community sources into agency database. Review and analyze information for processing; organize and file information. Other task include providing support to Executive Director and other agency staff. This may include typing correspondences, bulk mailings, printing projects, and Board support. Additionally, the position may be asked to provide coverage of the reception area, provide transportation accommodation for staff and assist with other agency projects as needed.

The ideal candidate for this position will have:

- Ability to key large amounts of work
- Attention to detail and accuracy
- Excellent interpersonal and communication skills
- Proficient computer skills including Microsoft Office products.
- Comfort and experience working with people with disabilities
- Demonstrated commitment to social justice
- Valid driver's license
- Willingness to travel-overnight travel may be necessary
- Preferred candidate will have experience as a legal secretary; fluent in Spanish or Sign Language

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. dLCV is a private nonprofit 501 (c)(3) corporation and is an equal opportunity employer. To learn more about dLCV, visit www.dlcV.org

To apply, submit a detailed cover letter and resume describing applicable qualifications to job@dlcv.org or mail to Human Resources, 1512 Willow Lawn Dr., Suite 100, Richmond, Virginia 23230. Information can also be faxed to (804) 662-7431.

Minorities and persons with disabilities are encouraged to apply.