



Administrative Assistant 1

Office of Clients' Rights Advocacy

Location: Sacramento (Hybrid - home and office - at least 2 days/week in office)

Individuals who are d/Deaf or Disabled are encouraged to apply.

SALARY RANGE: \$25.64 hr. - \$27.51 hr.

We base salary and position offers on experience and an internal equity analysis.

EMPLOYMENT STATUS: Non-Exempt; Regular; Full time (37.5 hrs)

EXCELLENT BENEFITS Including 8% 401k Match, a language differential up to \$250/mo. Health (HMO and PPO options), dental, vision, basic life insurance, short-term and long-term disability insurance and flexible spending accounts (medical, dependent care and commuter). Additionally, we offer ample vacation, sick/self-care leave and eighteen paid holidays (including the last week in December) and more..... We are a Public Service Loan Forgiveness (PSLF) - eligible employer.

Application Deadline: Applications should be received by April 5th, 2024, to be considered for the first round of interviews.

WHO WE ARE

Disability Rights California (DRC) defends, advances, and strengthens the rights and opportunities of people with disabilities.

DRC works for a world where all disabled people have power and are treated with dignity and respect. In this world, people with disabilities are supported, valued, included in their communities, afforded the same opportunities as people without disabilities, and make their own decisions.

DRC values all forms of human diversity. We are committed to a culture of belonging where all people are welcome. In order to be effective advocates for all people with disabilities, we must address discrimination in all its forms, including the unique challenges faced by people who experience the intersection of multiple systems of discrimination.

PURPOSE OF THE JOB:

The Administrative Assistant I provides administrative support to OCRA. This position will be responsible for a high-volume of work in a fast-paced environment. The Supervisor will be either the Senior Office Manager, Office Manager II, or Office Manager I.

MINIMUM QUALIFICATIONS

Education and Experience:

- One year of progressively responsible administrative or secretarial experience.
- Demonstrated ability to read, write, and communicate effectively in English, including correct grammar, punctuation, spelling, and sentence structure.
- Proficiency in using Microsoft Office software, including Outlook, Word, and Excel.
- Effective telephone skills, including the ability to handle challenging situations patiently and tactfully.
- Ability to understand and carry out oral and written instructions, to work well under pressure and deadlines, and to prioritize and handle multiple tasks, with minimal supervision.
- Ability to work collaboratively on a team and to be flexible with changing situations.

DESIRABLE QUALIFICATIONS

- Associate's (AA) degree in a related field from two-year college or technical school; or equivalent combination of experience and/or training.
- Specialized coursework or training in secretarial or business administration.
- A working knowledge of the laws, rights, and services pertaining to people with disabilities in California.
- Experience working with and/or sensitivity to persons with disabilities and/or experience working with and/or sensitivity to persons from multi-ethnic communities.
- Experience working for non-profit and/or social services organizations.
- Experience in the disability rights movement and/or extensive contacts in the disability community.
- Experience with and/or extensive contacts in ethnic or language distinct communities.
- Familiarity and/or extensive contacts with one or more of the following: homelessness, criminal justice, substance abuse or Gay/Lesbian/Bi-Sexual/ Transgender/Intersex (GLBTI) communities.
- Life experience as a person with a disability OR direct experience as a caregiver of a family member with a disability.

Working at DRC is more than just a job - it is a rare opportunity to do what you are good at while making a difference! DRC offers competitive salaries and a generous benefit package. To view the detailed job description and complete the application process [here](#).