



## **ADMINISTRATIVE ASSISTANT -- PHILADELPHIA**

Disability Rights Pennsylvania (“DRP”) seeks a full-time Administrative Assistant to work in its Philadelphia office. This is an excellent opportunity for a recent college graduate or someone with experience. The person in this position will provide support to the attorneys and other personnel in DRP’s Philadelphia office. This position reports to the Managing Attorney and Legal Director.

DRP is a non-profit organization designated under federal law as Pennsylvania’s protection and advocacy system for people with disabilities. DRP provides legal assistance and other advocacy throughout Pennsylvania on a wide range of issues, including access to community services, employment discrimination, right to education, health care, housing, architectural barriers, abuse and neglect, benefits, and guardianship/consent. DRP identifies systemic issues that are important to people with disabilities and seeks change and reform through public education, litigation, and advocacy. For more information about DRP, visit [www.disabilityrightspa.org](http://www.disabilityrightspa.org).

### **Essential Functions:**

Prioritize work requests and respond to requests for assistance from attorneys and other personnel including but not limited to –

1. Composing correspondence, photocopying, answering phones, faxing, emailing and general administrative tasks.
2. Providing clerical and logistical support on legal cases and other projects.
3. Organizing and supporting events/meetings/conference calls.
4. Managing calendars and scheduling events/meetings.
5. Coordinating travel arrangements.
6. Filing and maintaining office paperwork and legal files, including maintaining electronic files.
7. Ordering and maintaining inventory of office supplies, equipment, and furniture.
8. Greeting guests.

9. Maintaining a tidy and orderly office environment.
10. Additional office duties and support as needed.

### **Physical/Mental Requirements:**

1. Uses computer approximately 6-8 hours per day.
2. Potential for travel to all areas of the Commonwealth, including some overnight travel required. Infrequent travel outside the Commonwealth may be required.
3. Sits approximately 6-8 hours per day.
4. Spends approximately 2-4 hours per day in meetings.
5. Occasionally lifts 5-10 pounds.
6. Requires working under a moderate degree of stress (time constraints, deadlines, multi-tasking, adherence to grant requirements, complex issues, conflict resolution, etc.).

### **Salary and Benefits:**

\$14.87 - \$16.41/hour contingent on experience. Generous benefits package including health, dental, life and disability insurance, 401k benefits, sick and vacation time, holiday pay. 37.5 hour work week.

Applicants should possess excellent communication skills. Prior office experience and strong computer skills helpful but not necessary. College graduates taking a year or two between college and graduate school or other opportunities are welcome to apply.

Disability Rights Pennsylvania is an equal employment opportunity employer which does not discriminate on the basis of race, color, religion/creed, sex, disability, genetic disability, marital status, age, pregnancy, national origin, ancestry, sexual orientation or gender identity, possession of a General Education Development Certificate as compared to a high school diploma, veteran status, or any other legally protected status.

### **Disclaimer:**

This position description serves as a general summary and overview of the major duties and responsibilities of the job. It is not intended to represent the entirety of the job nor is it intended to be all-inclusive. Management reserves

the right to modify or rescind this position description at any time, with or without prior notice. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an “at-will” basis.

**Mail cover letter with resume and writing sample to:**

Disability Rights Pennsylvania  
Attn: Human Resources Director  
301 Chestnut Street  
Suite 300  
Harrisburg, PA 17101

Or via email to [smoore@disabilityrightspa.org](mailto:smoore@disabilityrightspa.org).

Please include “Administrative Assistant Position -- Philadelphia” in the subject line.