



## Job Announcement

**Title:** DBCAN Administrative Assistant (7 hours/week)

**Position Availability:** July 2017

**Description:** To provide direct administrative support to the DBCAN Program and staff in accomplishing the goals of DBCAN.

### **Duties and Responsibilities:**

- Maintain database records; input new consumers/providers information
- Responsible for printing, copying and filing documents in accessible formats
- Prepare documents for mailings
- Assist in the coordination and set up of new provider trainings and meetings
- Assist with videophone (VP) communication
- Take care of office equipment make sure working properly
- Identify office supplies to order when needed
- Assist DBCAN Director with special projects
- Other duties assigned by DBCAN Director and DBCAN Assistant Director

### **Qualifications:**

- At least one year experience working with a diversity of Deaf and DeafBlind individuals.
- Skilled in tactile ASL preferred.
- Must be knowledgeable with computer use including Microsoft Office programs.
- Must have strong interpersonal skills and ability to perform effectively as part of a team.
- Sensitivity to and awareness of issues DeafBlind individuals face and with various communication methods.

**Supervision:** Reports to DBCAN Director

**How to Apply:** Send cover letter, resume and three reference letters to:

Ann Thompson, Human Resources/Administrative Coordinator  
DEAF, Inc.  
athompson@deafinonline.org

*DEAF, Inc. is an Affirmative Action Equal Opportunity employer. Deaf, DeafBlind, Hard of Hearing and Late-Deafened persons, women, veterans, minorities, and persons with disabilities are encouraged to apply.*

[www.deafinonline.org](http://www.deafinonline.org)