



Job Announcement

Title: Independent Living Program Administrative Assistant & Communication Facilitator (30hrs/week)

Description: To provide direct administrative support to the Independent Living Program, provide communication facilitation in specific settings, support IL Program staff in accomplishing the goals of the Independent Living Program.

Duties and Responsibilities:

Communication Facilitation

- Provide communication facilitation in limited and supervised interpreting settings, and provide translating support
- Can provide advocacy related to communication access request for staff and consumers.
- Schedule and coordinate communication access for the department as needed
- Assist with preparing for meetings and taking meeting minutes or notes as required.

Administrative Assistant

- Assist Program Director and Assistant Director in operating the IL program
- Setup and coordinate meetings, trainings, workshops, and similar events.
- Maintain paperwork and documents used by IL Department Staff including intake packages, applications of financial assistance for technology, etc.
- Administrative support, including filing, typing, copying, scanning, etc. and updating files, and making and receiving phone calls related to program operations
- Assist with data collection, collation, database maintenance, and preparation for reports.
- Assist with drafting, editing and translating documents.
- Prepare and distribute bi-monthly program newsletters
- Assist with and follow up on request for Information and Referral
- Follow up on requests for assistive technology for identified consumers – including preparation, coordination, application, explanations.
- Deliver documents as needed.
- Assist with ordering of program supplies and tracking
- Available to work nights and weekends as needed
- Other duties of similar nature as assigned by either the Program Director or Assistant Director

Qualifications:

- Bachelor's degree in the area of deafness, human services, or a related field or two years related experience with Deaf adults strongly preferred.
- Sensitivity to and awareness of issues facing Deaf and Hard of Hearing people and experiential involvement within the Deaf community.
- Fluency in ASL and English.
- Strong organizational skills, ability to use computers especially MS Word, Excel, etc.
- Strong interpersonal skills and ability to perform effectively as part of a team.
- Ability to interact effectively within a multicultural environment.
- Skilled in facilitating communication between ASL and English.
- Current ITP (Interpreter Training Program) student or graduate.
- Ability to travel using personal vehicle or public transportation within the DHILS program service area.

Supervision: Reports IL Assistant Director and IL 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.