



DISABILITY LAW
COLORADO™

Protecting the rights of Coloradans of all ages since 1976

EMPLOYMENT OPPORTUNITY

Administrative Assistant –Development & Publications

Disability Law Colorado's Denver office has an immediate opening for an Administrative Assistant to assist the Development Department and Publications Division in activities to ensure the ongoing operation of Disability Law Colorado. Fulfills publication orders and assists in marketing. Provides general assistance to the Accounting Department.

RESPONSIBILITIES

- Providing administrative assistance for the Director of Development & Marketing, including sending out thank you letters and other administrative support..
- Constituent Relationship Management database data entry and report generation.
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- Assists with activities related to special events.
- Fulfills publication orders and assists with marketing.
- Other duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Experience using a constituent relationship management database.
- Knowledge of Microsoft Windows software, including Excel.
- Familiar with the Internet, social media and e-mail.
- Customer service and/or sales experience.
- Marketing and market research experience.
- Knowledge of general accounting concepts.

EDUCATION and/or EXPERIENCE

High School diploma or equivalent with two years business experience required. Associates or Bachelor's degree preferred. Ability to work independently and as part of a team required. Knowledge of Microsoft Windows software, including Outlook, Word and Excel required. Must have excellent computer, project management and communication skills, and be knowledgeable about operating other office equipment. Experience working with people with disabilities and/or service providers beneficial. Bilingual with Spanish beneficial.

The closing date for this position is June 28, 2019.

Interested candidates please email, fax or mail resume with cover letter.

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