

Position Title: Administrative Assistant

Overview: Works closely with the Executive Director to ensure the smooth operation of remote operations and physical office, administers the Board of Directors, and functions as receptionist

Job Responsibilities:

This is the “front line” position and as such, is responsible for representing the mission and values of DHCC to all its constituents. The administrative assistant ensures the smooth operation of both physical and remote business activities in support of the rest of the team. This person answers general inquiry calls and general emails inquiries, routing them to the correct dept. They are responsible for Board administration, including scheduling and documentation. They are responsible for other usual and customary responsibilities of this kind of support position.

Reports to: Executive Director

Qualifications:

- Minimum three years of office experience. Hybrid office experience a plus!
- American Sign Language skills.
- Knowledge of Deaf culture, interpreting and impact of hearing loss.
- Excellent communication skills both oral and written.
- Excellent computer skills and experience with Microsoft Office products
- Proven creativity and initiative with ability to work independently and problem solve effectively.
- Excellent organizational skills
- Ability to work in a team environment.
- Demonstrated success handling work pressure and meeting deadlines.
- Professional telephone, email and videophone manner
- Detail oriented
- Access to a car and valid driver’s license.

A sense of humor, patience in the face of sometimes frustrating situations, perseverance and an understanding nonprofit priorities is critical!

APPLICATION PROCESS

To apply, please send resume and cover letter with salary expectation to: Neil McDevitt, Executive Director
DHCC
630 Fairview Road, Ste 100
Swarthmore, PA 19081
Email: nmcdevitt@dhcc.org

DHCC is an EOE.