

Position Announcement

Administrative Assistant, Limited Term

Job Information

Job Type: Limited Term | 0.5 FTE (20 Hours per week), Non-Exempt

Reports to: Director

Rate: \$19.00 – \$22.00 per hour

Location: This is a **Madison or Milwaukee** office position.

Job Hours: Work to be completed during core office hours; 8 a.m. to 5 p.m.

How to Apply

Application Instructions: Required for this position is a **resume or work experience history**, that details your qualifications and experience as they relate to this position.

Priority Deadline: August 18, 2025. Applications received by this date will be given full consideration. The position will remain open until filled.

Note: You can request alternate formats of this position announcement. You may submit your application materials in alternate formats if needed.

What is Disability Rights Wisconsin?

Disability Rights Wisconsin is the state's Protection and Advocacy system, charged with protecting the rights of individuals with disabilities and keeping them free from abuse and neglect. Employing a variety of means, our advocates and attorneys use individual casework and systems advocacy to achieve positive changes in the lives of people with disabilities and their families. We are seeking employees who value this work. In turn

we treat our employees well, offering a supportive environment, talented colleagues, excellent benefits, and generous leave.

Disability Rights Wisconsin arose out of a disability civil rights movement demanding that the abuse of people with disabilities end and that people with disabilities be included in life, school, workplaces, and communities. Our core values include Diversity, Dignity, Independence, Accessibility, Inclusion, Human Rights, and Liberation.

A diversity-based approach to disability rights recognizes the intersectional nature of oppression experienced by people with disabilities from marginalized and underserved communities. We work to specifically address disability-related injustices at the intersections of disability and race; disability and gender and gender identity; disability and gender-based violence; and more. We strive to create a welcoming and inclusive environment at Disability Rights Wisconsin.

Job Summary

The Administrative Assistant provides administrative and organizational support for Disability Rights Wisconsin in coordination with other administrative staff across multiple offices. They will perform a variety of administrative support for the organization including communications; database management, tracking, and reporting; administrative process management and improvement; and provide support to variety of projects.

Key Responsibilities

1. Perform general administrative support – 90%

- Greet visitors and walk-ins.
- Manage office security and keys.
- Process incoming and outgoing mail.

- Process deposits.
- Manage business calls, email, print and mail, fax correspondence, grievance tracking, client satisfaction surveys.
- Routine copying, collating, document formatting, word processing, etc.
- Assist with and coordinate mass mailings (including mail merge), e.g., invitations, surveys, etc.
- Draft short correspondence and/or memos for the staff when requested.
- Assist in the maintenance of databases and spreadsheets, perform data entry (including entry of client and case information), compile data, and produce reports.
- Manage and support outreach event needs.
- Perform routine filing, create and organize new files, assist with the maintenance of and improvements to the office filing system.
- Provide backup support for billing, careers, agency wide events, surveys, and other administrative tasks that are agency wide.

2. Agency Support – 10%

- Support growth and improvement of office culture.
 - Assist with office events.
- As assigned, participate in internal DRW work groups or teams to develop appropriate advocacy strategies and programming for working on behalf of people with disabilities.
- Other duties as assigned.

Qualifications

Required:

- Two years of paid or unpaid work in a business environment or related field and/or an associate's degree in an administrative field.
- Paid or volunteer experience dealing directly with clients/customers on the phone.
- Experience or direct contact with persons of culturally diverse backgrounds. Successful candidates must be committed to working effectively with diverse community populations and are expected to strengthen such capacity if hired.
- Computer skills including email, word processing, and use of the internet and using Microsoft (Edge, Teams, SharePoint, and Outlook).
- Ability to work independently, and as part of a team, and manage your own workload.

Preferred:

- Experience or direct contact with persons with a disability or social justice movements.
- Familiarity with Wisconsin's disability-related services/legal rights, residential, prevention of abuse/neglect systems including Family Care, IRIS, community-based mental health programs, and adult/child protective services.
- Ability to write and speak Spanish as well as English is desired. Candidates of color and/or people fluent in Spanish or Hmong are encouraged to apply. Our organization is committed to building a culturally diverse and inclusive environment.
- Demonstrated organizational skills in personal and/or professional experience.

Work Environment and Physical Demands

- **Remaining in a stationary position, often standing, or sitting for prolonged periods:** 27 to 40 or more hours
- **Moving about to accomplish tasks or moving from one worksite to another:** 13 hours or less
- **Repetitive motions that may include the wrists, hands, and fingers:** 27 to 40 or more hours
- **Sedentary work that primarily involves sitting and standing:** 27 to 40 or more hours
- **Light work that includes moving objects, boxes up to 20 pounds:** 13 hours or less

Equal Employment Opportunity Act (EEO) and Affirmative Action (AA)

We are an equal-opportunity employer. All applicants will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status following Title VII of the Civil Rights Act of 1964 and the American with Disabilities Act (ADA) and the Uniformed Services Employment and Reemployment Rights Act (USERRA). Our organization is committed to building a culturally diverse and inclusive environment.

Date of Job Description: July 2025