



Job Announcement

Position: **Program Assistant**
Department: Deaf and Hard of Hearing Services
Location: HSDC Tacoma Office, 47th Park Place Building
3516 S 47th Street, Suite 316
Tacoma, WA 98225
Report to: Director of Deaf and Hard of Hearing Services
Job Status: Part-time (20 hours/week) with possibility of Full-Time later
Classification: Non-Exempt

At-Will: Employment at the Center is an "at-will" relationship. HSDC is an Equal Opportunity Employer.

GENERAL DESCRIPTION: This position involves general program support and office duties related to Tacoma HSDC office and its services/programs.

Representative Examples of Work

- Manage inventory supplies of workshop instruction materials, manuals, and other office materials.
- Maintain email distribution lists and update them periodically.
- Disseminate information on upcoming events, workshops, trainings, etc. by mail & email.
- Maintain program paperwork and files to support education, information & referral and workshop evaluations, sign up lists and presentation packets.
- Maintain program binders with documentation supporting contract services.
- Act as receptionist in answering Videophone, TTY and voice phone calls, taking messages, and scheduling appointments.
- Assist in scheduling outreach presentations and cataloguing community resources
- Support advocates in securing and in preparing for classes and workshops both at HSDC site and off site as needed, preparing handouts and evaluation packets and cataloguing and stocking these packets.
- Greet new clients and do initial intake paperwork.
- Maintain filing system for client, video, and outreach services.
- Maintain clean office by cleaning and vacuuming.
- Additional duties as needed

Preferred/Required Qualifications

Two years of related experience or A.A. degree in related field. Knowledge of American Sign Language, some knowledge of community resources in Deaf, Deaf-Blind and Hard of Hearing communities, ability to do general office duties, including computer work with Microsoft Word, Excel and Access, typing, filing, and telephone work. Strong English and organizational skills, ability to work independently and self-direct, excellent social/interpersonal skills.

Essential Job Functions

This position requires that the applicant be able to work in small spaces, traverse a wide variety of surfaces including stairs and uneven ground, read and use English clearly in both written and verbal forms, use standard office equipment including a telephone, copy machine, fax machine, computer/keyboard/typewriter, and communicate in sign language.

Contact Information

Submit resume and cover letter to: Hearing, Speech & Deafness Center, Attn: Director of Deaf & Hard of Hearing Services, 1625 19th Avenue, Seattle, WA 98122, abelo@hsrc.org or fax: 206.328.6871