



abused Deaf women's advocacy services

Program and Admin Support Staff

9am-5pm, Monday to Friday

Full-Time Non-Exempt position

The Abused Deaf Women's Advocacy Services (ADWAS) is a non-profit agency, that serves Deaf and DeafBlind survivors of domestic violence and sexual assault and provides prevention education to the general community. Our Core Values are: Being Deaf-Centered, Dedication, Social Justice, Confidentiality, and Integrity.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without accommodations. ADWAS will work with employees with disabilities in providing reasonable accommodations for completion of these duties as needed.

The ADWAS Program and Admin Support Staff provides the following services:

- Provide support to ADWAS programs and administration
- Answering/screening calls on videophone, taking messages, transferring calls to appropriate ADWAS department/staff
- Clerical duties: using copier, computer (including Word, Excel, Outlook, etc.), fax, postage meter and other equipment to perform various duties.
- Answer front door and assist survivors and visitors.
- Maintain and organize Lobby and Admin areas as needed
- Provide DV/SA information and referral.
- Create forms and tracking for programs as requested
- Reconcile several petty cash accounts.
- Reconcile bank deposits from finance department
- Travel to the bank to make deposits/payments/change as needed
- Reconcile agency credit cards
- Prepare timesheet packets for HR to use for Payroll
- Filing for Office Manager, Finance, & Program Directors
- Track and organize office supply inventory
- Work with Program, Office, and Finance departments on pulling information for audit requests and organizing the information
- Record minutes at each staff meeting

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- Input monthly expense information into Excel on multiple Government funders
- Input monthly tenant rental information into QuickBooks
- Assist with matching A/P checks with invoice documentations and mail out checks
- Perform mail processing tasks with Office Manager
- Accept rent money from tenants and work with Property Manager on processing funds received
- Assist programs with workplace access needs (i.e., interpreter requests)
- Other duties as assigned.

Required Qualifications:

- Minimum of 2 years involvement in the Deaf or DeafBlind communities (paid or volunteer)
- Fluency or near native competency in American Sign Language
- Knowledge of the issues of oppression of and within marginalized populations.

Preferred Qualifications:

- Knowledge of the issues of sexual assault and domestic violence.
- Experience with QuickBooks Desktop and excel.
- Experience with crisis response

Responsible to: Office Manager/HR

Essential Functions:

- Must be able to remain in a stationary position often.
- Must be frequently able to use written English to produce and edit a large variety of documents.
- Must be able to move inside the office and in the community constantly.
- Must be able to constantly operate a computer and other office items such as stapler, copy machine, printer, smart phone etc.
- Must be able to frequently communicate with supervisor, co-workers, community members, survivors, and others, must be able to exchange accurate information on these situations.
- Must be able to frequently problem solve, organize, prioritize, follow through.
- Must be able to frequently change tasks.
- Must be able to seldom work outdoors in cold or high temperatures.
- Must be able to seldom move and transport up to 20 pounds.
- Must be able to occasionally work independently without direct supervision.
- This role will not supervise staff.
- This role will interpret data and make decisions rarely.

To apply:

Please send/email the ADWAS application, cover letter, resume and three professional references to Emily Buhman – officemgr@adwas.org – or by using the address on this letterhead. Applications will not be considered until all these items have been received. If you require alternative methods of application or screening, please email officemgr@adwas.org.

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*Pay: starts at \$21.15/hour
Medical, dental, vision, and retirement package are offered.*

Position open until filled

ADWAS is an Equal Opportunity Employer. Deaf, DeafBlind, DeafDisabled, S/CODA, hard of hearing, survivors of interpersonal violence, BIPOC, and LGBTQIA+-identified persons are encouraged to apply.

ADWAS will not discriminate against any employee or applicant because of race, color, gender, age, sex, ethnicity, income, military status, religion, national origin, pregnancy, marital status, sexual orientation, gender identity, gender expression, political ideology, ancestry, status as a domestic violence or sexual assault survivor, or the presence of any sensory, mental or physical disability. Such action shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, advertising, layoff, termination, rates of pay or other forms of compensation, selection for training, etc., and this policy of nondiscrimination shall be posted in conspicuous places, available to all applicants.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. ADWAS believes that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. This position description is designed to outline primary duties, qualifications, and job scope, but not limit our employees nor the organization to just the work identified. It is our expectation that each employee will offer their services wherever and whenever necessary to ensure the success of the company.