



# Deaf Supports Administrative Assistant

## \$18.18 AN HOUR

As our Deaf Supports Administrative Assistant, you will be responsible for supporting all the administrative and clerical needs of the office. You will be working closely with the Deaf community-- knowing sign language is must! To thrive in this role, you should be passionate about supporting people who are deaf, hard of hearing or deafblind, be task oriented, and comfortable in an administrative role. We'll teach you everything else you need to know.

### EDUCATION & EXPERIENCE

- ★ High school diploma or GED required
- ★ Two years of office work experience required
- ★ Fluent in American Sign Language (ASL) and knowledge of deaf culture required.

### POSITION DETAILS

PART-TIME POSITION (20 Hours) IN-PERSON OPPORTUNITY

APPLY ONLINE!

visit [www.hopealaska.org](http://www.hopealaska.org)

For more information, please contact us at [jobs@hopealaska.org](mailto:jobs@hopealaska.org) or at 907-433-1730

SCAN ME!

