



**Intake Specialist
Farmington, New Mexico
Full-Time Position**

The Native American Disability Law Center is looking for a full-time Intake Specialist to help with the operations of a busy non-profit organization that provides legal representation to Native Americans with disabilities.

Minimum qualifications include a high school diploma or GED and at least two (2) years of experience in the human services field, preferably working with individuals with disabilities. The successful candidate must possess excellent verbal, written, reading, and listening communication skills. Knowledge of and sensitivity to the experiences and needs of people with disabilities is preferred. Candidates must be reliable, service-oriented, self-motivated, and demonstrate strong organizational and problem-solving abilities. A comprehensive understanding of social media platforms and strategies for maximizing audience engagement is required, along with the ability to create and manage visually appealing multimedia content for digital and social media platforms. Preference will be given to applicants who are fluent in the Navajo or Hopi languages.

The position requires regular contact with potential clients and others seeking assistance. The position also involves maintaining the Law Center's social media and assisting with community-based outreach activities.

Native American Disability Law Center is an equal opportunity/affirmative action employer. Preference is given to qualified Navajo, Hopi & other Native American applicants. Individuals with disabilities are encouraged to apply.

Closing Date: Opened Until Filled
Salary Range: \$15.00 - \$25.00/hour DOE

For employment application, please contact the Law Center at (505) 566-5880 or by email info@natedisabilitylaw.org

To apply, please submit the following:

- Resume
- Letter of Interest
- Two Letters of Recommendation

Application materials should be sent to
Benita McKerry
Native American Disability Law Center
905 W. Apache Street
Farmington, New Mexico 87401