



**Administrative Assistant
Farmington, New Mexico
Part-Time Position**

The Native American Disability Law Center is looking for a Part-Time Administrative Assistant to help with the operations of a busy non-profit organization that provides legal services to Native Americans with disabilities.

Minimum educational requirement is a high school diploma or GED & two (2) years as an administrative assistant with related training. Must have pleasant phone presence, strong organizational, writing & communication skills, and be familiar with basic computer programs (Word, Excel, Internet – Database, and Microsoft Outlook). Understanding the experiences & needs of people with disabilities is a plus. Specifically seeking applicants able to communicate & interpret effectively in Navajo or Hopi.

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: \$26,000 - \$44,000 DOE

For a job application, please contact the Law Center at (505) 566-5880.
Monday – Thursday 8:00 a.m. to 6:00 p.m.

To apply, send:

- A completed Native American Disability Law Center application
- Resume

by mail or email to:

Therese Yanan, Executive Director
Native American Disability Law Center
905 W. Apache Street
Farmington, New Mexico 87401
info@natedisabilitylaw.org