

Taconic Resources for Independence, Inc. (TRI) is a disability advocacy organization, which serves as a resource for individuals with disabilities to fully access and participate in the community through outreach, advocacy, and independent living skills development.

Volunteer Position: Assistant to the Barrier Free Architectural Consultant
Hours: Part-Time (hybrid/in-office)

Description: To provide general clerical and administrative support to TRI's Barrier Free Architectural program. To assist the program director with on-site evaluations, notetaking and photos.

Responsibilities:

- Ability to travel with Program Director
- Able to go to non-accessible locations
- General clerical duties to include photocopying, scanning, filing (hard copies and digital, data entry), taking photos
- Create and modify documents using Microsoft Office: Word, PowerPoint, and Excel
- Organizing meetings/appointments using Zoom/Microsoft Outlook and Teams

Qualifications:

- Familiar with the Title III of the Americans with Disabilities Act ("ADA") and the Architectural Barriers Act, and the International Building Code (IBC) regarding accessibility
- Knowledgeable in basic construction
- Ability to think of alternative solutions to suggest modifications to an individual's home
- Ability to read and understand basic blueprints
- Excellent communication skills, verbal and written, are essential for this position
- Excellent time management and organizational skills

Personal experience with disability a plus.

Please submit a cover letter and resume to: Patrick Muller, Program Director at:
p.muller@taconicresources.org

No phone calls please.

Taconic Resources for Independence, Inc. committed to discrimination-free workplace and to providing equal employment opportunity (EEO) to all employees and applicants for employment without regard to race, color, creed, religion, gender, sexual orientation, national orientation, age, pregnancy, mental or physical challenging condition, marital status amnesty, political affiliation, status as a covered veteran, or are the protected characteristics in accordance with applicable federal, state, and local laws.

AN EQUAL OPPORTUNITY EMPLOYER