



82 Washington St., Suite 214
Poughkeepsie, NY 12601
(Voice) 845-452-3913
(TTY) 845-485-8110
(Fax) 845-485-3196

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.

Position: Administrative Assistant to Special Education Program

Hours: Part-Time/ 20 hours per week

Description: To provide clerical and administrative support to TRI's Special Education Advocates. To assist with referral and information dissemination to students with disabilities and their families/guardians.

Responsibilities:

- Provide basic clerical assistance to all staff upon request, including but not limited to copying of materials, preparing packet materials, making phone calls, faxing, and filing, creations of flyers/invitations/certificates, typing letters/reports and mailings as requested
- Maintain an updated, categorized, mailing lists for all programs
- Participate in special education programming, workshops and meetings
- Organize meetings/appointments using Zoom/Microsoft Outlook Teams
- Create and modify documents using Microsoft Office, PowerPoint and Excel
- Perform follow-up phone and email correspondence to consumers on behalf of Special Education Advocates

Qualifications:

- Associate degree or 3 years of administrative/clerical experience
- Excellent communication skills, verbal and written, are essential for this position
- Excellent time management and organizational skills
- Familiarity with Independent Living philosophy/disability advocacy
- Proficiency in computer skills and software, including using Microsoft Outlook, Microsoft Word, Excel PowerPoint, Zoom, and Microsoft Meetings

Personal experience with disability a plus.

Please submit a cover letter and resume to Katrina Maloney, Program Performance Manager at:

k.maloney@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