



12300 Twinbrook Parkway, Suite 350 • Rockville, MD 20852 • tel 301.424.2002 • fax 301.251.3762 • tty 301.217.0124

Office Administrator
TransCen, Inc. – Rockville, MD

TransCen, Inc. is seeking a qualified professional to join the organization's team. TransCen is a well-established 501(c)(3) non-profit organization dedicated to improving educational and employment outcomes for people with disabilities and removing barriers to employment. The organization is at the leading edge of research, evaluation, and development of services and strategies in the fields of school to work transition, vocational rehabilitation, disability policy, and workforce investment systems. One of TransCen's projects is the Mid-Atlantic ADA Center. The ADA Center provides information, resources, and training on the Americans with Disabilities Act.

Position Summary:

The office administrator serves as an integral member of the Mid-Atlantic ADA Center team and reports to the director. The incumbent will provide direct assistance and information to the public via telephone and email. Key responsibilities include:

- Telephone and office reception and ongoing administrative support
- Materials requests fulfillment
- Database management
- Logistics support for special projects
- Office supplies, publications, and materials inventory management

Essential Functions/Responsibilities:

- Answers, handles and/or forwards incoming calls to staff; greets clients and office visitors
- Processes mail, correspondence, and accounts payable and receivable
- Maintains administrative, publication, and training files
- Mails materials and resource information
- Fulfills bulk materials requests
- Maintains all library resources, including accessible formats
- Full cycle management of outcomes calls to include data entry
- Provides logistical support for training, annual conference, and outreach activities
- Provides administrative support to the ADA Leadership Network
- Updates ADA Info website and National Network site regarding ADA trainings and events

- Participates in webinars, edits transcript, emails Certificates of Participation, provides webinar support as needed during live webinars
- Takes meeting minutes, edits and distributes
- Provides ongoing data entry and database maintenance and expansion, as needed
- Maintains inventory of office supplies and equipment
- Assists in writing communications such as letters, reports, and news bulletins as needed

Skills/Knowledge/Qualifications:

- Proficiency in Microsoft Word, Excel, PowerPoint
- Skilled in database management
- Strong organization and analytical skills
- Ability to prioritize and juggle concurrent demands
- Excellent customer service and communication skills
- Background in disability issues preferred
- Proficiency in information technology preferred.

This full-time position in Rockville, Maryland includes an excellent benefits package.

Send letter of interest and resumé to:

TransCen, Inc. Human Resources
12300 Twinbrook Parkway
Suite 350
Rockville, Maryland 20850

Or

Email HR@transcen.org