

ADA Information Specialist

TransCen, Inc. is a 501(c)(3) non-profit organization dedicated to improving education and employment success of youth and young adults with disabilities. We are a small but impactful organization comprised of go-getters and innovators who are determined to make a positive change!

The Mid-Atlantic ADA Center is a project of TransCen that provides information, training, guidance, and materials on the Americans with Disabilities Act (ADA). The Center is looking for a mission-driven ADA Information Specialist to join the team in our headquarters in Rockville, Maryland (near the Twinbrook Metro).

Reports to

Project Director, Mid-Atlantic ADA Center

Weekly Hours Worked

40 hours

Requirements

The responsibilities of the ADA Information Specialist include the following:

- Provide information and answer to questions on the Americans with Disabilities Act (ADA), explaining ADA rights and responsibilities of both covered entities and individuals with disabilities.
- Create narratives describing calls and enter them into an online database.
- Maintain knowledge about the ADA and demonstrate ability to apply ADA knowledge to complex cases.

Skills and Abilities

- Basic knowledge of the Americans with Disabilities Act
- Ability to manage time, multitask, and prioritize workload
- Excellent organizational skills
- Excellent verbal and written communications skills
- Ability to maintain discretion and confidentiality
- Maintain polite and professional communication via phone, e-mail, and mail
- Excellent knowledge of Windows, MS Office, Adobe PDF and Google Suite

- Ability to format and prepare information for internal and external communication, including memos, emails, and reports

Major BONUS Points If You Have...

- Extensive knowledge of the Americans with Disabilities Act
- Experience interacting with people with disabilities; knowledge of the disability community
- Knowledge of document accessibility (Word, PowerPoint and PDF)
- Familiarity with social media
- Knowledge of learning management system (LMS) platforms
- Familiarity with designing and formatting content and messages in Constant Contact
- Familiarity with Zoom
- Experience working with remote teams

Education and Experience Requirements

- College degree or equivalent experience required

Perks in Working for Us!

- Medical, dental and vision benefits
- Retirement contribution
- Group life insurance
- Generous vacation and sick leave
- Parking included
- You can bring your dog to work!

To apply, please send a cover letter and your resume to hr@transcen.org.

TransCen is an equal opportunity employer. **Women, minorities, people with disabilities, and veterans are strongly encouraged to apply.**