



(Commonwealth Autism) **Human Services**

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Title: Information and Resources Specialist

Location: Richmond, VA

Pay: \$17.50, \$18.50/hr (for Bilingual)

Type: Full-time/Part-time

Description:

- Provide information & resources pertaining to autism and developmental disabilities to the public through in person, telephone, email, or live chat interactions
- Ensure appropriate data are collected and maintain in CRM
- Direct and transfer calls to appropriate recipient
- Provide a warm welcome to visitors in person or via telephone
- Data entry
- Complete departmental reports

Experience:

- Associates degree preferred
- Bi-Lingual preferred
- Prior administrative assistant experience preferred
- Strong organizational skills and attention to detail

Attributes:

- Associates degree preferred
- Bi-Lingual in English and Spanish preferred
- Prior administrative assistant experience preferred
- Strong organizational skills and attention to detail

