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# Employment - Job Description

December 5, 2008

## Americans with Disabilities Act Specialist I

The Public Health Institute (PHI) is a large non-profit public health organization conducting a broad range of public health research, training, and technical assistance programs in California, throughout the nation, and around the world is seeking a full time or part time Americans with Disabilities Act (ADA) Specialist I for the Pacific ADA Center: Disability and Business Technical Assistance Center (DBTAC). This position is located in Oakland, CA.

The Specialist will provide accurate and timely technical assistance on the Americans with Disabilities Act through information and referral by phone and by group trainings.

### **Duties & Responsibilities:**

- Answering technical assistance calls and providing general information on ADA;
- Researching ADA regulations
- Maintaining computer records of technical assistance calls
- Providing training and outreach as needed
- Assisting with management of affiliates
- Monitoring Pacific ADA Center subcontracts
- Writing ADA updates and articles
- Other duties as assigned

### **Qualifications:**

- Bachelor degree or equivalent, knowledge of ADA highly desirable
- 2 years related experience required
- Excellent oral and written communication, analytical, interpersonal, and organizational skills required
- Training experience and computer skills desired
- Ability to travel as necessary

### **Compensation:**

Hourly pay rate is commensurate with experience. PHI offers a generous benefits package including medical, dental, vision, short/long term disability insurance, life insurance, 403b (tax sheltered annuity) and partial subsidy of public transportation cost. For more information about PHI's benefits, please visit [www.phi.org](http://www.phi.org).

**How to apply:**

To apply for this position, click here [APPLY HERE](#) or go to PHI's Career Site at [www.phi.jobs](http://www.phi.jobs).

Only for applicants without access to the internet, PHI's mailing address for this position is listed below. Please send cover letter and resume ASAP to:

Public Health Institute  
555 - 12th Street, 10th Floor  
Department #206, Oakland, CA 94607-4046  
We are proud to be an EEO/AA Employer  
NO PHONE CALLS PLEASE

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