

EXECUTIVE ASSISTANT in Cheyenne. FT/At Will position with Protection & Advocacy System, Inc. P&A provides legal and advocacy services to persons with disabilities. Executive Assistant will provide administrative support to executive leadership and coordinate daily office operations. Responsibilities include managing reception and communications with clients, answering phone, providing initial program details, case management data entry, maintaining social media/outreach materials, and assisting facility and supply coordination. Background check required. Salary based on experience, 35 hrs/week, plus medical, dental, vision, life, and retirement benefits. Send resume to CEO@wypanda.com. EOE. P&A reasonably accommodates qualified applicants with disabilities.

Pay: \$45,000-\$55,000 per year