

## POSITION ANNOUNCEMENT

SUPPORT SPECIALIST. Full-time, At Will, In-Office position, M-F, during scheduled office hours for Protection & Advocacy System, Inc. P&A is Wyoming's disability rights organization providing legal and advocacy services in a confidential environment. 3 plus years of work experience in office support position. Assists CEO and staff with general office support, data entry, excellent computer, proofreading, grammar, and telephone skills. Must be detail and deadline oriented. Satisfactory state and federal criminal background check required as a condition of employment. Salary DOE, plus excellent benefits. P&A application and letter of interest required. Download application at [www.wypanda.com](http://www.wypanda.com). Apply to Search Committee by 3:00 p.m., January 21, 2020. EOE. P&A is a drug-free workplace and reasonably accommodates qualified applicants with disabilities.