

Current Employment Opportunity

- **Database & Grant Specialist – Hybrid or Remote** (posted 01-18-2024)
Closing: Close of Business, February 16, 2024

[Download PDF of full job description here.](#)

Maintain a healthy work-life balance while contributing to a community where Alaskans with disabilities have equal opportunity to live, learn, work and play!

The Disability Law Center of Alaska, a nonprofit law firm advocating on behalf of Alaskans with disabilities, seeks a Database and Grant Specialist with strong organization and people skills.

This role is unique in that we do not anticipate finding a candidate with prior experience specific to our database, nor our grant reporting. Instead, we will be looking for someone who can bring their natural curiosity, creative problem-solving skills, and love of learning to this detail-focused role. To be clear: this is not a position in which you will be writing grant applications, nor dealing with financials.

This may be the job for you if you pride yourself on being able to:

- Anticipate and meet deadlines;
- Work well both independently and collaboratively;
- Think critically;
- Write persuasively.

Although working directly with the public is not the main focus of this position, providing back-up receptionist and intake duties are a part of the job. As such, it is very important to have an awareness of and sensitivity to people with disabilities, and the ability to remain calm and patient with clients who may be in crisis.

We are committed to providing an equitable workplace where people with disabilities, LGBTQ+ people, Indigenous, Black, Latinx, Asian, Pacific Islander, and other people of color can all thrive. Staff diversity, including socioeconomic background, is integral to providing effective representation to Alaska's underserved communities.

Compensation

The salary range for this position is \$42k - \$61,678 (DOE) + benefits including health, dental, vision, 403(b) plan, and generous paid personal leave.

Insurance Coverage: We offer group health (medical, dental, vision) life and short-term disability insurance coverage to regular full-time employees. 100% of the cost of coverage is paid for eligible employees. Dependent health coverage is available on a cost shared basis with the agency under the group plan. Insurance coverage begins as soon as approved by the insurance company.

Time Off: Regular full-time employees receive 13 paid holidays and a paid week off between Christmas and New Years.. Because we value participation in voting, all regular full-time employees who are registered to vote may take up to 2 hours of administrative leave with pay to vote on election days.

Personal Leave is a combined leave that includes sick leave and annual leave. Personal Leave is earned beginning with the first full pay period of employment. Employees must be on the payroll for a minimum of thirty 30 calendar days before they can take leave. Leave accrues during this period after thirty 30 days; an employee is entitled to take Personal Leave as it accrues. The rate at which Personal Leave is earned is:

- During the first year of employment 15 hours per month;
- During the second year of employment 18.75 hours per month;
- During the third year and each year after 22.5 hours per month.

Paid Parental Leave Policy: The Disability Law Center of Alaska [DLC] will provide up to 16 weeks of paid parental leave to eligible employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child. This policy will run concurrently with DLC's Family Leave (FL), as applicable.

Application Process

Application and cover letter (as described in the application) are required. You may also submit a resume and other relevant documentation that you would like considered.

[Download application here.](#)

Apply to:

David C. Fleurant, Executive Director
3330 Arctic Blvd., Suite 103
Anchorage, AK 99503

Application and other documents may also be submitted electronically to akpa@dlcak.org

Questions? Contact David C. Fleurant, in Anchorage at 565-1002, Statewide at 1-800-478-1234

The Disability Law Center of Alaska is an equal opportunity employer. DLC particularly encourages applications from members of minority groups, people with disabilities and others whose backgrounds may contribute to more effective representation of low-income and underserved communities.