



**Local Initiatives Support Corporation
Administrative Assistant
LISC/Chicago**

Background:

LISC is a national non-profit intermediary that provides financial and technical assistance to community-based organizations, public agencies and private (for-profit) entities focused on the redevelopment of urban neighborhoods and rural communities. The Chicago program works with over 80 such groups throughout the metropolitan area to develop affordable multi-family and senior housing, homeownership opportunities, commercial enterprises, community facilities and various community-building programs in such areas as employment, day care, health care and open space.

LISC/Chicago is seeking an Administrative Assistant to provide administrative services to the Chicago Office and provide reception services to LISC/Chicago and two other non-profit tenants in the office. The Administrative Assistant will report to the Assistant Program Officer.

Responsibilities:

The Administrative Assistant will perform secretarial, administrative, and related functions. The successful candidate will have excellent oral communications and computer skills, including demonstrated competence in Microsoft Word, Excel, PowerPoint, Adobe, Acrobat, MS Windows and the Internet, as well as previous experience in office management and accounts payable.

Specifically, the Assistant will:

- ✓ Process all Chicago program invoices (consulting, invoices, etc.) and track them accordingly;
- ✓ Assist APO in scheduling/preparing/delivering quarterly board book materials to Board members;
- ✓ Assist with major event planning and preparation (specifically the Chicago Neighborhood Development Awards held in February of each year);
- ✓ Schedule meetings/conference calls, organize travel itineraries, process expense reimbursements;
- ✓ Provide basic reception functions such as greeting visitors, handle mail/overnight packages/messenger services;

- ✓ Invoice office tenants for all monthly office expenses, and track their payments;
- ✓ Place service calls on office equipment (if needed); perform monthly counts for the fax machines and copiers; deal with vendors as needed;
- ✓ Order office supplies/kitchen supplies and manage inventory;
- ✓ Contact office of the building for any office issues (heating/cooling issues, unclean bathrooms, security concerns, etc.)
- ✓ Assist other administrative staff to take minutes during monthly staff meetings on a quarterly basis; and,
- ✓ Assist in managing LISC/Chicago and CNDA mailing lists;
- ✓ Perform other duties as assigned.

Qualifications:

The successful candidate is:

- ✓ Self-directed, able to work under minimal supervision, well-organized and detail-oriented;
- ✓ An effective communicator – with proven oral and written skills (bi-lingual ability in English and Spanish a definite plus);
- ✓ Flexible and poised in dealing with a diverse range of individuals and organizations;
- ✓ Proficient in computer programs (as listed above); and
- ✓ Familiar with or interested in the field of community development.

Candidates should have at least two years of college or the equivalent, and 2-4 years of relevant experience.

LISC offers a competitive salary and excellent benefits.

Please send cover letter and resume to:

Monita Blunt
Assistant Program Officer
LISC/Chicago
1 N. LaSalle St., Suite 1200
Chicago, IL 60602

E-mail or faxed resumes will not be accepted.

LISC IS AN EQUAL OPPORTUNITY EMPLOYER