



POSITION ANNOUNCEMENT ADMINISTRATIVE ASSISTANT

The Local Initiatives Support Corporation (LISC) helps resident-led, community-based development organizations transform distressed communities and neighborhoods into healthy ones – good places to live, do business, work and raise families. By providing capital, technical expertise, training and information, LISC supports the development of local leadership and the creation of affordable housing, commercial, industrial and community facilities, businesses and jobs. We help neighbors build communities.

The Michigan LISC program offers support to local community development corporations (CDCs) and nonprofits in Kalamazoo and Flint by providing grants, loans and technical assistance for comprehensive economic development and affordable housing initiatives. The Flint LISC office is seeking a part-time Administrative Assistant to join the Michigan LISC team. The position will work a 30 hour week; Monday through Friday, 6 hours per day, with some flexibility in scheduling.

Position Summary:

The position provides administrative support for the Michigan LISC staff, including database management; program/project monitoring, support for meeting and conference planning, accounts payable/receivable, and various clerical functions. The successful candidate will possess strong organizational skills and the ability to work with limited supervision.

Responsibilities:

- Provide support to the Michigan LISC staff in all areas of program activity, including fundraising, budgets, programmatic, government, donor reports, and LISC committees.
- Maintain databases including program activity and monitoring worksheets, fundraising and donor tracking, Board rosters, and general contact information.
- Coordinate staff travel, prepare expense reports and monitor fundraising receivables.
- Maintain office calendar, schedule appointments and coordinate meeting logistics.
- Compose correspondence and memoranda. Perform general secretarial duties. Maintain filing systems and manage office records. Respond to requests for information.

Skills and Experience:

- High school graduate, some college preferred.
- 3-5 years administrative experience. Interest in community development.
- Ability to work independently. Strong organizational, administrative and secretarial skills.
- Proficiency with Microsoft Office Suite, including Microsoft Outlook.
- Ability to handle multiple priorities with ease.
- Strong oral, written and proofreading abilities. Comfort and ability working with diverse groups.

Please forward cover letter and resume by October 14, 2011 to:

Chuck Vlieg, Program Vice President
Local Initiatives Support Corporation
119 N. Church Street, Suite 201 - Kalamazoo, MI 49007
Email: cvlieg@lisc.org

**LISC IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO DIVERSITY AND
INCLUSION**