



**LOCAL INITIATIVES SUPPORT CORPORATION
POSITION ANNOUNCEMENT**

Position Title: Office Manager - Local
Reports To: Executive Director
Job Classification: Part Time / Non-Exempt
Location: San Diego, CA

THE ORGANIZATION:

What We Do

With residents and partners, LISC forges resilient and inclusive communities of opportunity across America – great places to live, work, visit, do business and raise families.

Strategies We Pursue

Equip talent in underinvested communities with the skills and credentials to compete successfully for quality income and wealth opportunities.

Invest in businesses, housing and other community infrastructure to catalyze economic, health, safety and educational mobility for individuals and communities.

Strengthen existing alliances while building new collaborations to increase our impact on the progress of people and places.

Develop leadership and the capacity of partners to advance our work together

Drive local, regional, and national policy and system changes that foster broadly shared prosperity and well-being.

Over the last 40 years, LISC and its affiliates have invested approximately \$20 billion in businesses, affordable housing, health, educational mobility, community and recreational facilities, public safety, employment and other projects that help to revitalize and stabilize underinvested communities. Headquartered in New York City, LISC's reach spans the country from East coast to West coast in 32 markets with offices extending from Buffalo to San Francisco. Visit us at www.lisc.org and www.lisc.org/san_diego/.

Local Initiatives Support Corporation (LISC) San Diego seeks an organized, self-motivated individual with a passion for strengthening communities to fill an Administrative Assistant position working 25 hours a week.

The Administrative Assistant will work closely with the Executive Director and Program Officers and will be responsible for key administrative functions relating to communications and fundraising, scheduling, travel arrangements and general office operations. Successful candidates should be highly motivated, well-organized, have excellent written, oral and computer communication skills and be able to relate to senior level executives. For the right candidate, the position offers an excellent working environment and exposure to a broad range of community development work throughout San Diego.

I. Responsibilities

Office Administration:

- Meet and greet visitors, distribute mail, overnight packages, answer phones and direct inquiries, and maintain office, kitchen and meeting space.
- Initiative and skillful judgment to develop and enhance processes/procedures to effectively manage daily operations of LISC San Diego's office.
- Process all invoices/expense reports for payment and track payment status.
- Compose responses to office correspondence and other inquiries.
- Handle staff travel arrangements including car rentals, flights and hotels.
- Provide support for trainings, conferences and special events including venue and food arrangements.
- Order office and kitchen supplies, manage inventory and maintain adequate supplies for the office and staff.
- Develop and maintain electronic and paper filing systems for other pertinent information.
- Maintain and troubleshoot computers and other office equipment. Work with LISC IT as needed.
- Be the primary contact for vendors, building management, IT department, and other departments at LISC National headquarters.

Executive Director and Program Officer Support:

- Maintain Executive Director's calendar, schedule appointments and conference calls, manage invitations, and coordinate travel arrangements.
- Assist with internal/external and Local Advisory Board meetings, with responsibility for minutes, logistics, and meeting coordination.
- Serve as staff liaison for Local Advisory Board for LISC San Diego.
- Assist staff in various program processes including: collection of partner information/data and program outcomes, processing/monitoring consultant contracts and program actions, and maintaining program records to ensure all office files are accurate and up-to-date on a regular basis.
- Provide additional program support such as research or logistics to Program Officers as needed.
- Perform other related duties as assigned.

Communications and Fundraising:

- Assist in maintaining LISC San Diego's website, edit/write electronic newsletters and announcements, and utilize other social media tools.
- Conduct research and prepare materials for fundraising efforts.
- Assist with annual report and other reporting as needed.
- Manage database of fundraising records and office contacts for mailings and communications e-mails.
- Assist Executive Director and staff in working with media and documenting LISC San Diego coverage through photos, videos, and other forms of social media.

II. Qualifications

- Bachelor's degree from an accredited college or university is highly preferred.
- Two or more years of office/administrative experience.
- Superior interpersonal skills and the ability to work independently with minimal supervision as well as part of a team.
- Good problem-solving skills with a willingness to be flexible and proactive in a fast-paced work environment.

- Well-organized, detail-oriented, and able to prioritize and handle multiple tasks without compromising quality.
- Excellent computer skills and working knowledge of Microsoft Office applications (Word, Excel, Outlook), PC Systems, Internet, and office technology/equipment required.
- Demonstrated ability to work professionally and productively with senior-level staff and stakeholders, including individuals and communities of diverse racial, ethnic, economic, social and educational backgrounds.
- Flexible and positive attitude, a good sense of humor, patience, integrity and good work ethic.
- Previous community development, banking, legal and/or real estate experience is helpful.
- Some travel may be required.

COMPENSATION

LISC offers a competitive salary and excellent benefits.

TO APPLY

Please submit a cover letter and resume. Position is open until filled. Materials should be submitted via email or by regular mail to: (please put "AA Search" in the subject line)

Ricardo Flores, Executive Director
LISC San Diego
4305 University Avenue, Suite 420
San Diego, CA 92105
sandiego@lisc.org

NO PHONE CALLS PLEASE

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