



LOCAL INITIATIVES SUPPORT CORPORATION

Position Description – Administrative Assistant

Position Location – Flint, MI (Michigan Statewide)

Job Classification – Non-Exempt / Part-Time

Reports to – Executive Director

The Organization

Local Initiatives Support Corporation (“LISC”) is a national non-profit business that works with residents and partners to forge resilient and inclusive communities of opportunity across America - great places to live, work, visit, do business and raise families.

We:

- Help deliver innovative solutions to challenges and opportunities for people and communities across America;
- Invest in under-resourced places and people;
- Ensure successful implementation of community initiatives;
- Connect stakeholders and resources to the country’s most challenged neighborhoods; and
- Build resilient people and places through our public policy leadership.

Over the last 38 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. These investments have leveraged more than \$50 billion in development activity and helped families and communities raise their standards of living. LISC investments impact the lives of nearly 7 million Americans.

Headquartered in New York City, LISC’s reach spans the country from East coast to West coast in 31 markets with offices extending from Buffalo to San Francisco. Our rural programs make an impact in 44 states, and are supported by LISC’s talented and dedicated workforce.

Visit us at www.lisc.org

Background

Local Initiatives Support Corporation (LISC) seeks an organized, self-motivated individual to become the part-time, hourly (not to exceed 20 hours per week) Administrative Assistant in its Michigan, Flint office.

The Administrative Assistant will work closely with the Senior Program Officer and other staff, and will be responsible for key administrative functions relating to communications and fundraising, affordable housing and community facilities lending and training, 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 more information about LISC, visit our websites at www.lisc.org and www.lisc.org/michigan.

Responsibilities

- Meet and greet visitors, distribute mail, overnight packages, answer phones and direct inquiries.
- Ordering Supplies, manage petty cash.



- Maintain Executive Director's busy calendar, schedule appointments and conference calls, manage invitations, coordinate travel arrangements including flights, hotels, etc.
- Provide support for trainings, conferences and special events including venue, food arrangements, and logistics.
- Knowledgeable with Microsoft Office
- Maintains and keeps organized electronic file system.
- Coordinate various committees meetings, internal/external. This includes assistance with the Michigan LISC Flint Local Advisory Board (LAB) and Community Development Corporation (CDC) meetings.
- Compose responses to office correspondence and other inquiries.
- Manage office contact databases for mailings and communications; e-mails, e-newsletters and other reports related to the LISC Flint office.
- Assist with updates to the local website and LISC social media (Twitter and Facebook) content.
- Support all staff with day-day operations, programming, annual reports and other reporting as needed.
- Interface with National LISC departments as required.
- Perform other related duties as assigned by Senior Program Officer and other staff.

Qualifications

- AA degree from an accredited college or university preferred.
- Two or more years of full-time office secretarial/administrative experience. Previous experience in and passion for community development work a plus.
- 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 and challenging 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, and 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 and integrity.

Salary

LISC offers a competitive hourly rate.

To Apply

Interested candidates should send a resume and cover letter **no later than 4:30 p.m. on Friday, December 31, 2017 to:**

Cheryl McHallam, Senior Program Officer
Michigan LISC Flint Office
cmhallam@lisc.org

Please include "Administrative Assistant Candidate" in the subject line of your email.
No phone calls please

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