



LOCAL INITIATIVES SUPPORT CORPORATION
Position Description

POSITION TITLE: Administrative Assistant
REPORTS TO: Executive Director
LOCATION: Toledo, Ohio
CLASSIFICATION: Full Time / Non-Exempt

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

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.

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.

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

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 32 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

Job Overview

Local Initiatives Support Corporation (LISC) seeks an organized, self-motivated individual to become the Administrative Assistant in its Toledo office.

The Administrative Assistant will be responsible for ensuring efficient office operations by providing a range of administrative functions to support the Toledo LISC office. The successful candidate must be proactive, well organized, possess outstanding administrative and computer skills, able to handle multiple tasks, have excellent oral and written communication skills, and able to work well with others.

For the right candidate, the position offers an excellent working environment and exposure to a broad range of community development activities. For more information about Toledo LISC, visit our websites at www.toledolisc.org

Responsibilities

- Manage, track, and update donor lists, records and supporting materials used for fundraising
- Event planning & coordination
- Develop and enhance processes/procedures to effectively manage daily operations of the Toledo LISC office
- Distribute mail, overnight packages, respond and support direct inquiries, maintain office and meeting space; proactively ensure office is prepared for meeting and guests
- Process all invoices/expense reports for payment and track payment status
- Process all incoming checks and track status of all receivables
- Process grant disbursements and coordinate compliance monitoring, reporting
- Track and analyze monthly financial reports to ensure accuracy
- Provide support for trainings, conferences and special events including logistics and food arrangements
- Order office supplies, manage inventory and maintain adequate supplies for the office and staff
- Work with LISC IT to maintain/troubleshoot LISC operating systems, software, applications, & computer & other office equipment
- Provide administrative support to the Toledo LISC staff
- Manage and create content for all social media accounts, including but not limited to Facebook, Twitter, Instagram and Constant Contact
- Manage and coordinate communications and marketing materials generated by the local and national LISC offices
- Assist with Local Advisory Board meetings, with responsibility for minutes, logistics, and meeting coordination
- Assist with Welcome TLC meetings, with responsibility for minutes, logistics, and meeting coordination
- Perform other related duties as assigned

Qualifications

- Bachelor's Degree from an accredited college or university is preferred.
- 2+ years of work related office administrative and financial experience.

- Previous experience in and passion for community development work a plus.
- Superior interpersonal skills and the ability to work independently 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.
- Proficient in Microsoft Office applications (Word, Excel, Power Point, Outlook) including Prezi and the Internet.
- 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.
- Excellent written and oral communication skills.
- Excellent customer service skills; optimistic and solution orientated.

Compensation: LISC offers a competitive salary and excellent benefits.

Apply: qualified applicants should submit a resume and cover letter to: "AA Search"
kcutter@lisc.org

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