



**Administrative Assistant  
Flint, MI (Michigan Statewide)**

**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](http://www.lisc.org)

**Background**

Local Initiatives Support Corporation (LISC) seeks an organized, self-motivated individual to become the part-time, hourly (20-24 hours per week) Administrative Assistant in its Michigan, Flint office.

LISC is a national nonprofit organization that provides financial and technical assistance to community development corporations (CDCs) as well as other private and public community development oriented entities in their efforts to create and maintain healthy vibrant communities. LISC provides training, technical and management assistance, financing and public policy support to local partners to promote physical (real estate) development and economic, health, educational and safety strategies that comprehensively enhance the quality of life in local communities. LISC believes that community-linked development partners are the best vehicles to achieve lasting and positive neighborhood change for the benefit of low and moderate-income communities. These partners are accountable to local residents and engage in a wide range of physical, economic, and human development activities.



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](http://www.lisc.org) and [www.lisc.org/michigan](http://www.lisc.org/michigan).

### **Responsibilities**

- Proficient with Microsoft Office and Outlook
- Responsible for the local communication efforts including website, LISC social media (Twitter and Facebook) content, and monthly National meetings
- Maintain Senior Program Officer's busy calendar, schedule appointments and conference calls, manage invitations, coordinate travel arrangements including flights, hotels, etc.
- Support all staff with day-day operations, LISC programs, annual reports and other reporting as needed
- Provide support for trainings, conferences and special events including venue, food arrangements, and logistics
- 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
- Interface with National LISC departments as required
- Perform other related duties as assigned by Senior Program Officer and other staff
- Meet and greet visitors, distribute mail, overnight packages, answer phones and direct inquiries
- Ordering Supplies, manage petty cash
- Maintains and keeps organized electronic file system



### **Qualifications**

- AA degree preferred
- Five 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

### **Pay Rate**

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 Wednesday, January 31, 2018** to:

Cheryl McHallam, Senior Program Officer  
Michigan LISC Flint Office  
[CMcHallam@lisc.org](mailto:CMcHallam@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**