



LOCAL INITIATIVES SUPPORT CORPORATION
Position Description

POSITION TITLE: Administrative Assistant
REPORTS TO: Executive Director
JOB CLASSIFICATION: Non-Exempt / Full Time
LOCATION: Los Angeles, 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

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 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 full-time (not to exceed 35 hours per week) Administrative/Communications Assistant in its Los Angeles, CA office.

The Administrative/Communications Assistant will work closely with the Executive Director and other staff, and will be responsible for key administrative functions relating to communications and fundraising, affordable housing, economic development 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.

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 Los Angeles LISC Local Advisory Committee (LAC) and Community Development Corporation (CDC) meetings
- Compose responses to office correspondence and other inquiries
- Manage office contact databases for mailings and communications, emails e-newsletters and other reports related to the LISC Los Angeles office
- Assist with updates to the local website and LISC LA social media (Twitter and Facebook) content
- Support all staff with day to day operations, programming, annual reports and other reporting as needed
- Interface with National LISC departments as required
- Perform other related duties as assigned by the Executive Director and other staff.

Qualifications

- AA degree from an accredited college or university preferred
- BA degree from an accredited college or university a plus
- Two or more years of full time office/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.

Compensation: Competitive salary, excellent benefits. Please send cover letter and resume via email; with "Administrative Assistant 2018" in the subject line to:

Tunua Thrash-Ntuk,
Executive Director
Local Initiatives Support Corporation
500 South Grand Avenue, Suite 2300
Los Angeles, CA 90071
tthrashntuk@lisc.org
No phone calls please

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