



LOCAL INITIATIVES SUPPORT CORPORATION

Position Description – Administrative Coordinator

Position Location – Duluth, MN

Job Classification – Non-Exempt / Full Time

Reports To – Executive Director

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

Duluth LISC, founded in 1997, supports the comprehensive development of neighborhoods in Duluth and the Greater Duluth area through the production of affordable housing, development of vibrant commercial corridors and other economic development investments, provision of funding and technical support for asset and income building and collective impact work focused on building healthy viable neighborhoods of choice and opportunity.

Duluth LISC seeks a qualified candidate for the full-time position of Administrative Coordinator (AC). Reporting to the Executive Director, the AC will be responsible for providing a range of administrative, grant management, and communications functions to support the Duluth LISC team. The successful candidate must be proactive, well organized, possess strong project management, administrative and computer skills, able to handle multiple tasks in a timely manner, have excellent oral and written communication skills, and able to work both independently and on a team. The position offers the opportunity for professional growth and learning.

Responsibilities

- Assist the Executive Director with general office administrative management functions, such as, processing invoices, general office supply orders, and expense reports;
- Manage Office Master Calendar - which may include, staff schedules, upcoming staff meetings, community meetings, and events.
- Provide Grants Management support, including but not limited to processing grant awards, consultant and grantee contracts, grantee set up and documentation, disbursement requests, grantee oversight and follow-up for LISC reporting, and tracking.
- Prepare information, data, and reports to assist staff with underwriting loans and managing the loan portfolio.
- Assist in writing and submitting program grant requests for internal (LISC) approval (known as LISC Request for Program Action (RPAs) and help manage through approval.
- Assist with planning and preparing Duluth LISC annual budget and monitor monthly financial reports and cash flow to assure accurate accounting of site finances.
- Coordinate accurate, accessible, and up to date information on program accomplishments and assist in responding to funder reporting requirements.
- Support and organize meetings for Local Advisory Board and subcommittees.
- Develop/maintain strong working partnerships with relevant National LISC support staff.
- Provide support for special events including facilitation, logistics, and all arrangements.
- Contribute to the content for website, and all social media accounts, including: Facebook, Twitter. Manage and coordinate communications and marketing materials.
- Create, maintain, and improve internal organizational systems.
- Perform additional duties, as required.

Qualifications and Experience:

Candidates for the position should meet the following qualifications and experience levels:

- Bachelor's Degree from an accredited college/university or institution.
- 2 years or more professional work experience in administrative support including grant administration and processing a plus.
- Strong analytic and project management skills.
- Strong professional writing and communication skills with proficiency in using multiple social media channels including, but not limited to Facebook, Twitter, interactive web sites and blogs.
- Proficiency with Microsoft Office Suite and Internet browsers is a must; advanced Excel and PowerPoint capabilities is a plus. Familiarity with mail merge a plus.
- Ability to collaborate effectively with a wide range of public and nonprofit partners.
- Previous community development or non-profit experience, preferred.
- Excellent customer service and skills and ability to work in a fast, paced environment.
- Experience in the non-profit or business field especially with some connection to community development, planning, accounting, business administration, social welfare, or a similar field is a plus.

Job Specifications

- This position is based in the Duluth LISC office in Duluth, MN.
- The position may involve some local or regional travel.
- LISC provides a competitive salary and excellent fringe benefits. Salary will be commensurate with qualifications.

Qualified applicants should send a detailed cover letter and resume to: pkramer@lisc.org.

Please include: "Administrative Coordinator Duluth LISC" in the subject line of your email.

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