LOCAL INITIATIVES SUPPORT CORPORATION

Position Description

POSITION TITLE: Office Manager
REPORTS TO: VP – Office Management
JOB CLASSIFICATION: Full Time /Exempt, Grade 13
LOCATION: New York, NY

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
- 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.

- 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.

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

Over the last 40 years, LISC and its affiliates have invested approximately $24 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. Headquartered in New York City, LISC’s reach spans the country from East coast to West coast in 38 markets with offices extending from Buffalo to San Francisco and in 2,400 rural counties across 49 states and Puerto Rico. Visit us at www.lisc.org.
The Position:

LISC seeks an organized, self-motivated individual with a passion for excellence as an Office Manager.

The Office Manager will report to the Vice President of Office Management and will be responsible for key administrative functions relating to the smooth operation of LISC’s newly renovated 60,000 sq. ft. headquarters. Candidates should be motivated, well-organized, have excellent written, oral and computer communication skills and be able to relate to staff on all levels. For the right candidate, the position offers an excellent working environment and exposure to all facets of a national nonprofit corporation.

Responsibilities include but are not limited to:

- Develop and enhance processes/procedures to effectively manage daily operations NY Headquarters
- Oversee the processing of all departmental invoices/expense reports for payment and track payment status
- Project Management -support team with organization and tracking of project management portfolios
- Document management -ensuring online folder structures remain clean and organized to help the team remain efficient in storing and accessing information
- Write/edit service notices and maintain the department’s internal content management website
- Delegating cleaning and maintenance tasks to building personnel and other outside vendors
- Supervise the mailroom/reception team
- Review invoices accurately and track all payments against budget or lease
- Administrator for the VoIP phone system company wide
- Organize and manage the departmental electronic and paper filing systems
- Back up Administrator for the company’s corporate card program
- Conduct research sourcing new products and services
- Back up point of contact for all building related matters
- Facilitate new hire setup/in house moves and relocations
- Provide support and guidance to administrative support in LSIC’s field offices
- Act as Security system backup administrator NY and Building Fire Safety liaison
- Assist with other special projects and duties as assigned
- Assist in developing pilot WELL Health Standards Program for HQ and to roll out to all LISC offices

Qualifications:

- Associates degree from an accredited college or university is required, Bachelor’s Degree preferred
- Minimum 5+ year’s work-related experience in administrative, project management, or other related duties
- Experience in facility management
• 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 work environment
• Well-organized, detail-oriented, and able to prioritize and handle multiple tasks without compromising quality
• Demonstrated ability to work professionally and productively with all staff levels and suppliers.
• LEED or WELL certification a plus
• Excellent computer skills including competency with Microsoft Office Suite. Experience in NetSuite, Certify or Concur, proprietary systems preferred
• Perform other duties as assigned

Compensation:
LISC offers a competitive salary and excellent benefits.

To Apply:
Please submit a cover letter and resume via email to: officemanagerny@lisc.org

We thank all applicants for their interest; however only those candidates selected for interviews will be contacted. (No phone calls please)

LISC IS AN EQUAL OPPORTUNITY EMPLOYER
COMMITTED TO DIVERSITY, EQUITY, INCLUSION AND JUSTICE