



LOCAL INITIATIVES SUPPORT CORPORATION
Position Description

POSITION TITLE: Executive Assistant
REPORTS TO: Managing Director, Strategic Investments
LOCATION: Washington DC
CLASSIFICATION: Non-Exempt / Full Time

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 39 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. 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. Visit us at www.lisc.org

Job Overview

Local Initiatives Support Corporation (LISC) seeks an organized, self-motivated individual to become the Executive Assistant to the Managing Director of Strategic Investments.

The Executive Assistant will be responsible for ensuring efficient and organized execution of Strategic Investments group activities by providing a range of administrative functions to support the Managing Director and the group more generally. 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 LISC, visit our website at www.lisc.org

Responsibilities

- Calendar Management – coordinating meetings and call with internal/external business partners
- Travel Coordination – lodging, transportation logistics, and timing in coordination with internal/external business partners
- Expense Reports – creating and submitting expense reports on behalf of the Managing Director and, at times, staff
- Process all invoices/expense reports for payment and track payment status
- Event planning & coordination – supporting marketing director in event planning & coordination
- Organization – ensuring online folder structures remain clean and organized to help the team remain efficient in storing and accessing information
- General administrative tasks – making copies, fling, taking deliveries, mailing products, coordinating internally with other LISC groups on the creation of deliverables
- 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
- In support of Marketing Director - manage and create content for all social media accounts, including but not limited to Facebook, Twitter, Instagram and Constant Contact
- 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"
strategicinvestments@lisc.org.

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