



HOUSTON LOCAL INITIATIVES SUPPORT CORPORATION
Job Description
Administrative Assistant

Local Initiatives Support Corporation (LISC) seeks an organized, self-motivated individual to become the Administrative Assistant in its Houston office. LISC is a national non-profit organization which provides financial and technical assistance to nonprofit community development organizations engaged in neighborhood revitalization activities. Now active in more than 30 cities around the country, LISC is the nation's largest community development support organization. Since 1989, Houston LISC has helped community-based organizations transform neighborhoods into healthier places to live, do business, work, play, and raise families.

The Administrative Assistant (AA) reports to the Executive Director and provides support to the entire office. The office has five employees. The AA will be responsible for key administrative functions relating to general office operations, program activities and relationship management. For the right candidate, the position offers an excellent working environment and exposure to a broad range of community development work.

Responsibilities include:

- Provide leadership for office management including: phones, faxing, mailing, copying, office supplies, inventory; primary contact for vendors, IT department, and other departments in the New York headquarters office
- Serve as staff liaison for Local Advisory Committee
- Staff various committees and internal/external meetings, with responsibility for minutes, logistics, and meeting coordination
- Conduct research and prepare materials for meetings
- Develop and maintain electronic and paper filing systems for grants, loans, and other pertinent information
- Coordinate and schedule trainings/conferences
- Provide support for special events
- Coordinate meetings and conference calls, schedules appointments, and makes travel arrangements.
- Order and maintains adequate levels of office supplies.
- Assist with office contact databases for mailings and communications e-mails.
- Process invoices and payments as well as prepares and submits expense reports for payment.
- Interface with National LISC departments as required.
- Perform other related duties as assigned.

Qualifications:

- Excellent written and oral communication skills essential
- Excellent computer skills required, including the use of Microsoft Word, Excel, Access and PowerPoint software, as well as email and internet
- Ability to work effectively as part of a team and independently

- An outgoing personality and interpersonal skills necessary to work effectively with a wide variety of people and organizations, including senior-level staff and stakeholders
- Ability to manage multiple projects with strong attention to detail; must be well-organized and dependable
- Good problem-solving skills with a willingness to be flexible in a fast-paced and challenging work environment
- Ability to be proactive and assertive in completing assignments and managing relationships
- Excellent customer service skills; optimistic and solutions-oriented
- Good sense of humor, patience, high level of integrity.
- A demonstrated commitment to life-long learning and skills enhancement.
- Interest in the mission of LISC, which is the revitalization and development of healthy neighborhoods in Houston.

Education and Experience

- Minimum of three years of administrative experience in an office setting is required.
- Some college helpful; Bachelor's degree preferred.
- Previous community development, banking, legal and/or real estate experience is helpful.

Salary

LISC offers a competitive salary and excellent benefits.

**Interested candidates should send a resume and cover letter no later than
October 31, 2008 to:**

**Amanda Timm
LISC Houston
2640 Fountain View, Ste. 220
Houston, Texas 77057
atimm@lisc.org**

Electronic submissions preferred with "Administrative Assistant" in the subject line.
No faxes or phone calls, please.

LISC IS AN EQUAL OPPORTUNITY EMPLOYER



United Way of Greater Houston

LISC Houston is a United Way Agency