



## **EMPLOYMENT OPPORTUNITY**

### **Senior Administrative Assistant**

LISC is seeking a qualified Senior Administrative Assistant in its Philadelphia office. LISC is a national non-profit organization, which provides financial and technical assistance to community development corporations (CDCs) engaged in neighborhood revitalization activities.

The Senior Administrative Assistant will support an extremely busy Executive Director and other professional program staff, and will be responsible for performing secretarial duties, record keeping, billing, and other administrative functions. Senior Administrative Assistant reports directly to the Director. The successful candidates should be energetic, well organized, have excellent written oral and computer communication skills and be able to relate to senior level executives. Please visit our local and national websites for more information: [www.lisc.org/philadelphia.org](http://www.lisc.org/philadelphia.org) and [www.lisc.org](http://www.lisc.org).

### **Responsibilities:**

- Maintain Executive Director's busy calendar: schedule appointments, manage invitations
- Coordinate meetings and conferences including venue and food arrangements
- Continue development of, and maintain, LISC database and fund raising records, mailing lists, and office filing systems both physical and electronic
- Process all invoices and expense reports for payment
- Receptionist/Clerical duties include: meet and greet, maintain meeting spaces, answer phones and direct inquiries, mail distribution, package handling and bulk mailings
- Office management functions include: equipment leasing and maintenance, work with NY LISC IT dept. as needed, maintain property inventory, order supplies, general office upkeep
- Assist in preparing proposals, reports, research papers and grant applications.
- Compose responses to office correspondence
- Assist E.D. in preparation of materials for Board meetings
- Take and prepare minutes of all Board meetings, prepare and maintain board books and database records of all board membership details. Maintain board calendars.
- Work with travel agent on all staff travel arrangements
- Oversee Web site maintenance
- Perform other related duties as assigned

### **Requirements**

- Education: High school graduate, Associates degree or some college desired.
- Experience: 2-3 years of full time Secretarial or administrative experience. Previous community development, banking or legal experience preferred.
- Skills: Excellent interpersonal skills, and the ability to work independently as well as part of a team. Must have a working knowledge of Microsoft Office Suite of programs, Internet, e-mail and general office equipment.

**Send cover letter and resume to:**

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LISC OFFERS A COMPETITIVE SALARY AND BENEFITS PACKAGE



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No phone calls please.

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