



**BAY AREA
LOCAL INITIATIVES SUPPORT CORPORATION (LISC)**

**Job Announcement
ADMINISTRATIVE ASSISTANT**

Bay Area Local Initiatives Support Corporation (LISC) seeks an assertive, “take charge” individual to fill an Administrative Assistant position. Now active in more than 30 cities around the country, the Local Initiatives Support Corporation (LISC) is the nation’s largest nonprofit intermediary in the community development and affordable housing fields. Since 1981, Bay Area LISC has helped community-based organizations transform neighborhoods into healthier places to live, do business, work, play, and raise families. We marshal resources from around the region and the nation, providing capital, skills, tools, and knowledge to grow and sustain place-based initiatives. We have financed the construction or rehabilitation of 11,000 units of affordable housing and more than 1.2 million square feet of retail and community facility space. For more information about national LISC and the Bay Area LISC program, visit our websites at www.lisc.org and www.bayarealisc.org.

The Administrative Assistant will work closely with the Office Manager and other program staff, and will be responsible for key administrative functions relating to fundraising and communications, affordable housing and community facilities lending and training, and general office operations. The office has 11 employees. For the right candidate, the position offers an excellent working environment and exposure to a broad range of community development work.

Responsibilities

General Program Support

- Maintain database of program activity.
- Assist in processing loan and grant requests on an on-going basis.
- Coordinate logistics for meetings, trainings, conferences and events.

Fundraising & Communications

- Process grants and track donor reporting
- Assemble materials for use in preparing funding reports, newsletters, and brochures.

Office Administration

- Support Office Manager in general office duties including distributing mail, filing, photocopying, answering phones, ordering supplies, processing invoices, and maintaining computers.

Qualifications

- Two or more years of office secretarial/administrative assistance experience preferred.
- Previous community development or human services work a plus.

- Demonstrated ability to work professionally and productively with individuals and communities of diverse racial, ethnic, economic, social and educational backgrounds.
- Good range of computer skills and experience with software applications.
- Excellent work and project organizational skills.
- Highly motivated, self directed, and able to perform multiple tasks with limited supervision.
- Flexible and positive attitude, a good sense of humor, patience and integrity
- AA degree required, Bachelor's degree highly preferred

To Apply

Qualified applicants should submit a resume and cover letter to: "AA Search", Bay Area LISC, 369 Pine Street, Suite 350, San Francisco, CA 94104; balisc@lisc.org. No phone calls please. Position is open immediately. Applications considered upon receipt.

LISC IS AN EQUAL OPPORTUNITY EMPLOYER