



**Center for
Community
Investment**



**LINCOLN INSTITUTE
OF LAND POLICY**

Position Description

Title: Executive Assistant, Center for Community Investment (Non-Exempt)
Reports to: Kate Dykgraaf, Director of Operations
Date: July 2018

Organization: The Center for Community Investment (CCI) at the Lincoln Institute of Land Policy works to overcome disinvestment and improve opportunity so that everyone has a fair chance to lead a healthy and productive life. We help communities set the stage for investments that advance their goals by helping leaders clarify local priorities, enlist institutions that could contribute to success, develop a pipeline of investments to achieve the vision, and change policies and practices to create a more supportive financing environment. We have a well-established framework and approach that community partnerships can use to mobilize investment capital to provide equitable access to affordable housing, jobs, fresh foods, and other drivers of good health while making communities more cohesive, resilient, and environmentally sustainable in the face of climate change.

Location: Washington, D.C. Very limited domestic travel required. More travel is possible if the successful candidate is interested.

Key Responsibilities: This is a new position in a young, growing, mission-driven organization. Duties will evolve and are likely to include special projects as well as the following:

A. Schedule, Travel, and General Administrative Support for CCI Executive Director and Director of Programs (50%)

- Schedule internal and external meetings, book rooms, and keep Outlook calendars up-to-date
- Proactively assist to manage daily schedules
- Arrange travel according to necessary schedules and preferences
- Organize receipts and complete expense reports accurately and on time
- Create, print, scan, mail, and organize requested information as needed
- Follow up on action items as requested
- Prepare presentations for conferences and other speaking engagements

B. Administrative Support for CCI Events and Programs (25%)

- Work with CCI's Director of Operations and Program Assistant to successfully coordinate 10-15 events per year
- Draft, edit, print, organize, purchase, and ship materials for events, including workbooks, name tags, table tents, and other resources
- Support participant travel, including creating online forms, tracking progress of booking travel, helping to ensure compliance with CCI's travel policy, and proactively communicating with external travel agents and CCI staff
- Help program and operations staff keep materials for events organized

C. General Administrative Support for CCI's DC Office (25%)

- Schedule on- and off-site meetings for Center staff, book meeting rooms, ensure appropriate IT needs are met, and manage catering and other material needs as required

- Take detailed notes during meetings as requested and follow up on action items
- Help manage internal communications with the Lincoln Institute and among CCI staff based in two offices
- Manage organization contact list to keep it up-to-date
- Manage electronic files for all CCI activities on Box
- Order supplies and forward invoices and receipts for payment
- Coordinate with Lincoln Institute and DC building administrative and technology staff to troubleshoot issues and nurture a strong working relationship

D. Other Tasks

- Participate in other projects as requested.

Knowledge, Skills, and Education Required

Knowledge:

- Mastery of the following technology tools:
 - Microsoft Office: Outlook, Word, Excel, and PowerPoint (required)
 - Concur (required)
 - Google Calendar and Google Hangouts (desired)
 - Formstack (desired)
 - Box (desired)

Skills:

- Comfortable in a fast-paced environment with multiple tasks and projects
- Confident and assertive when managing up
- Detail-oriented and able to organize and manage large amounts of information in the form of tasks, schedules, and files
- Self-directed and able to work without supervision
- Excited about using and troubleshooting technology to run a small, efficient organization
- Strong writing and editing skills
- Responsive to deadlines, emails, and phone calls
- Outgoing, with effective communication skills
- Diplomatic; uses good judgment when interfacing with people of all levels and backgrounds
- Positive attitude and sense of team spirit
- Eager to tackle new projects and solve problems

Education and experience required:

- B.A. or B.S., (prior experience in program support and administration may substitute for degree).
- At least 5 years of progressively higher-level office and administrative support experience

We are an equal opportunity employer. We eagerly welcome applications from people of color or people with experience living in or working with disadvantaged communities.

This is a full-time, non-exempt, 40-hour-per-week position. Compensation package is competitive and includes an attractive benefits package.

Please submit a cover letter and updated resume to Kate Dykgraaf, Director of Operations, at kdykgraaf@centerforcommunityinvestment.org.