



Job description

Administrative Assistant

Position summary

The Administrative Assistant is the backbone of a well-run office, key to smooth internal operations and the face and voice of the organization to visitors and callers.

The Administrative Assistant reports to the Controller, who reports to the Executive Director. The Executive Director reports to a Board of Directors. The position is part-time (20-30 hours a week, to be negotiated) and non-exempt. The office is located in Lansing, Michigan. The office is open to the public Monday-Friday, 8:30 am to 5 pm.

Primary duties

The Admin Assistant's responsibilities include, but are not limited to:

- Demonstrating excellent customer service by greeting and engaging with visitors and callers, and directing them appropriately to resources or other staff members;
- Enters and retrieves a range of information from office databases and online.
- Assists with daily financial transactions, including
 - a. Accurate accounts payable entries into BS&A software and preparing checks to meet invoice payment schedule deadlines;
 - b. Cash receipting and money handling
- Maintaining the website and Facebook page;
- Supporting program staff with records and database management;
- Assisting with special projects and reports;
- Packaging and distributing monthly Board meeting documents;
- Maintaining an organized workspace;
- Miscellaneous tasks, such as tracking office supplies and promotional items, and emptying the dishwasher; and
- Other duties as assigned.

Culture and work environment

The Land Bank's office is currently located in northern Lansing in a remodeled commercial building. Property management staff store materials and supplies in the pole barn behind the office building, while the garden program maintains a shed for its equipment offsite in the Lansing garden hub. The Land Bank delivers on a mission-driven annual calendar of regular activity from one year to the next, with opportunities for a variety of new major and minor projects. We are a busy crew, but encourage a healthy work and personal life balance.

Qualifications

- Minimum high school diploma or GED, and
- Three years of experience in comprehensive office management and accounting experience. Experience includes customer service and issue resolution; confident use of computers and word processing, spreadsheet, database, and email software; accounts payable and cash receipting; records management. Use correct grammar, writing, proofreading, and math skills.

Compensation

Compensation is commensurate with experience. The Land Bank offers part-time employees paid time off and County holidays, and professional development opportunities.

Background

The Ingham County Land Bank Fast Track Authority is a local unit of government established in 2005 under Public Act 258 of 2003, the Land Bank Fast Track Act. The Ingham County Land Bank returns tax foreclosed, purchased, donated, and unclaimed properties to beneficial use and onto local tax rolls using land banking tools. Land banking tools include title clearing, blight removal, residential and commercial building renovation, new construction, and green infrastructure. As a local community and economic development organization, the Ingham County Land Bank's mission is building great places, strengthening communities and neighborhoods, and generate sustainable economic prosperity.

The Land Bank has seven full-time and two half-time employees. Its 2018 annual budget exceeds \$3 million. Revenue includes federal, state, and local grants and local appropriations.

Through grants and local appropriations, the Land Bank has invested millions of dollars into 1000 parcels, eliminating blight, restoring green space, building energy-efficient single family homes, and renovating homes and condominiums. It has sold more than 1200 vacant and improved properties. Many houses and condos have been sold to income-qualified households.

The Land Bank currently holds title to another 1200 parcels. Over one hundred vacant parcels within the 100-year floodplain are targeted for flood hazard mitigation programs, including river corridor enhancements and (potentially) a new urban agriculture zoning designation. Almost two hundred parcels are leased through its garden program. Over three hundred small or limited access vacant parcels will be sold as side yards to adjacent landowners. Some improved lots will be sold through an updated investor rehab program. The Land Bank schedules a manageable volume of single family new construction and single family and condo renovation each year. Both vacant and improved lots are offered to nonprofit housing partners.

Several clusters of parcels scattered around Lansing provide the foundation for launching a new era of community development. The Land Bank looks forward to neighborhood engagement in visioning potential energy efficient housing (perhaps even passive solar and net zero), age-

friendly/universal design, and appealing affordable and market-priced housing, green infrastructure, and community facilities, as funding and partnerships permit.

Application process

Please send a cover letter, resume, and references to Ms. Jeanna Paluzzi, Executive Director, Ingham County Land Bank, at jpaluzzi@ingham.org. Your cover letter should indicate hourly rate requirements. Applications without references and salary requirements will not be considered.

Please contact Ms. Paluzzi at 517.348.6129 or jpaluzzi@ingham.org with any questions.



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