



## Job description

# Program Administration Associate

### Position summary

The Program Administration Associate provides the backbone of a well-run office, is key to smooth internal operations, and is the face and voice of the organization to visitors and callers.

The Program Associate works closely with the Finance and Administration Manager, and both report to the Executive Director. The Executive Director reports to a Board of Directors. The position is full time 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 Program Associate'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;
- Assists with day-to-day financial transactions, including
  - a. Accounts Payable processing in BS&A software, and
  - b. Cash receipting.
- Maintaining property files, both paper files and database management;
- Maintaining the website;
- Assisting with special projects and reports;
- Vacant lot sales processing;
- Miscellaneous tasks, such as ordering office supplies; and
- Maintaining an organized workspace;
- Other duties as assigned.

### Qualifications

- Minimum high school graduation or GED, and
- Minimum two years of experience in office management and accounting experience. Experience includes: customer service and issue resolution; confident use of computers and Microsoft Word and Outlook, at least some working familiarity with Excel, and familiarity with database software. Confident execution of accounts payable and cash receipting tasks and records management; use of correct grammar, writing, and math skills.
- Some real estate experience and GIS mapping experience desirable.

## Compensation

Compensation is commensurate with experience.

The Land Bank offers full-time employees medical, dental, and vision coverage, participation in 401(k) savings plan, paid vacation and sick time, 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 exceeded \$3 million. Revenue includes federal, state, and local grants and local appropriations.

Through grants and local appropriations, the Land Bank has invested \$53 million into projects to date that eliminated blight, restored green space, built energy-efficient single family homes, and renovated homes and condominiums. It has sold almost 700 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.

## 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.

## Application process

Please send a cover letter, resume, and references to Ms. Linda Weber, Finance and Administration Manager, Ingham County Land Bank, at [LWeber@ingham.org](mailto:LWeber@ingham.org). Your cover letter should indicate hourly rate requirements. Applications without references and salary requirements will not be considered.

Please contact Ms. Weber with any questions.



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