

**POSITION TITLE | Administrative Professional (Full-Time Exempt)**

**THE ROLE** | NeighborWorks Lincoln seeks an Administrative Professional capable of advancing its mission to *improve lives by expanding affordable housing opportunities and strengthening neighborhoods*. The Administrative Professional will provide team-wide support to ensure efficacy in the implementation of the organization's strategic plan and day-to-day operations. With goals in each program area to scale the scope of work and introduce new initiatives, a reliable and high-capacity Administrative Professional is critical to smooth and efficient operations. Core functions include:

- 30%** - Coordinate and oversee office management duties and administrative functions (i.e. invoicing, expense statement, etc.)
- 30%** - Provision of logistical and administrative support to team members
- 20%** - Provide professional support to Board of Directors, including correspondence, agenda development, and record-keeping
- 10%** - Serve as the public liaison for drop-in clients and callers that welcomes, fields questions, and/or connects them with relevant team member / partner agencies
- 10%** - Provide miscellaneous project support across the organization

**COMPENSATION** | \$42,000 to \$57,000, plus benefits (based on skillset and relevant experience)

**BENEFITS** | Progressive workplace with paid vacation and sick leave, flexible schedules (3:2 remote work friendly), support for professional development/travel/continuing education, health insurance (medical/dental/vision), life insurance, short- and long-term disability, and savings plans (HSA, 401K) with retirement match (4%).

**ABOUT US** | *NeighborWorks Lincoln is a force for opportunity and inclusion across Lincoln working toward a future where every child and adult lives in a quality affordable home in a strong and socially-connected neighborhood. We believe these are the building blocks of a healthy and equitable city.* Since 1986, our community housing development organization (CHDO) has engaged neighborhoods holistically through education, engagement, and development services. The staff works to create a fun and thoughtful work environment that features a high level of autonomy and purpose for each of three program teams that benefit from frequent and strategic collaboration to improve outcomes for residents and neighborhoods alike. NWL is an "exemplary" affiliate of the NeighborWorks America national network.

**REQUIREMENTS/PREFERENCES** | Successful candidates will demonstrate a combination of the following:

- Education: High school diploma/equivalency, plus an undergraduate degree or corollary practical experience (preferred).
- Experience: Previous experience in executive administration, real estate, and/or lending (preferred).
- Skills: Demonstrated ability to work effectively in team settings.
- Skills: Ability to meet multiple deadlines and organize large volumes of data.
- Skills: Fluency with Microsoft Office (required) and Google Workspace (preferred).
- Traits: Attention to detail; self-driven, detail-oriented, organized, and the ability to work independently.
- Traits: Belief in the power of affordable housing to stabilize families and advance neighborhoods

- Traits: Personal and professional commitment to a more inclusive and equitable Lincoln
- Bilingualism; Spanish, Arabic or Karen preferred, but not required.

**PHYSICAL REQUIREMENTS** | The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, use hands to handle or feel, reach with hands or arms, climb or balance, talk or hear. The employee must regularly lift and/or move up to 25 pounds. The employee must be able to lift and/or move up to 50 pounds occasionally.

**CONFIDENTIALITY** | NWL understands that the pursuit of new employment can be a worrisome endeavor for anyone with stable employment and is committed to conducting the hiring process with the requisite confidentiality and accommodation requested by each candidate. Please indicate any special requests in your cover letter/email.

**DIVERSITY AND INCLUSION** | NeighborWorks Lincoln is committed to inclusive and equitable practices in all aspects of our work, including the furtherance of fair housing and equitable opportunities for all people to live in strong neighborhoods with access to dignified housing. This work includes individual and organizational analysis of our role in the cessation (or furtherance) of oppressive social and economic structures. We are committed to employing affirmative hiring practices and will provide candidates of any race, color, national origin, ethnic background, religion, gender/gender identity, sexual orientation, age, or disability full consideration.

**SCHEDULING** | NWL is supportive of flexible scheduling. This position requires facilitation of smooth and efficient daily business office operations. There is flexibility in work hours scheduling, however, this position is dependent on a consistent daily schedule and is not eligible for remote-work scheduling.

**APPLY** | Email the following to Leslie Coleman, Chief Operations Officer at [leslie.coleman@nwlincoln.org](mailto:leslie.coleman@nwlincoln.org) (confirmation of receipt will be provided):

- Cover letter (1 page preferred) that explains your interest in the position, familiarity with the organization, and relevant experience
- Resume or Curriculum Vitae
- NOTE: A writing sample and professional references will be sought from finalists

**TIMING** | Applications will be accepted on a rolling basis until a hire is made or the search discontinued. Initial applicant interviews will begin February 1, with a preferred start date of March 1, 2024. Incomplete or illegible materials may be rejected and NWL reserves the right to waive any requirement or consider applicants that have not formally applied.