

Position: Front Desk Assistant/Office Administrator

Reporting Relationship: DIS Director

Committed to Our Core Values:

- **Community First:** We prioritize the expertise, desires and needs of students and community residents in the neighborhoods where our projects are focused. Their ideas, hopes and dreams matter most. Bottom line, no matter how awesome anyone thinks Life Remodeled's projects are, they mean absolutely nothing if they don't align with the values and ambitions of children, youth and adults who make up the local community.
- **Always Find a Way:** Our annual goals are always nearly out of reach. Unforeseen circumstances happen. Things change, and we are not only flexible, but we find better solutions than ever before. Every day we are innovating and creating a future that doesn't yet exist. There is always a way, and our team is made of those who not only believe this, but they make it happen.
- **Bold Humility:** If you're only bold, you're a jerk. If you're only humble, you're a doormat. Wielding the balance of these two powerful attributes is what drives Team Life Remodeled to take the form of servant leaders, who value the needs of others over our own with confidence and determination. We embrace our weaknesses and limitations, and we know we all have blind spots. Therefore, we are life-long learners who see every encounter and every challenge as opportunities to learn and grow as human beings.

Description: The ideal candidate is looking for a rewarding opportunity with a Detroit based non-profit that values people over projects and is committed to our core values. The Durfee Innovation Society is a fast-paced environment requiring a person whose smile never fades and finds the answer for visitors while multitasking. You are detail-oriented and passionate about customer service, and we can hear your smile through the phone.

Education + Skills Required:

- 2+ years experience with executive administrative duties
- At least 2 years experience working in busy office environment
- Experience with data entry and record keeping
- Proficiency in Google Suite and Microsoft Office

Activities/Responsibilities:

- Answer Life Remodeled phone line and direct inquiries appropriately. Answer general questions and connect contacts with appropriate team members.
- Data entry into CRM as required.
- Enter gifts and pledges received, and issue acknowledgement and tax letters
- Generate mailing lists for direct mail, special events, and fundraising campaigns
- Oversee calendar for all common spaces - gym, cafetorium, conference room, etc.
- Event planning details and upkeep/clean up, including signage and wayfinding
- Assist with administrative HR-related functions, such as new hire paperwork
- Maintain PO Box and "Info@LifeRemodeled.com" inbox and respond to all email and voice messages.
- Take charge of office supply inventory and ordering

Salary: \$15/hour

Interested candidates please send cover letter and resume to Brandi at brandi@liferemodeled.org

***We are fortunate to receive dozens of inquiries to our job postings, so we will only be able to respond to candidates who most closely match our qualifications. Thank you for understanding!**