

**ICCF**  
**Inner City Christian Federation**  
Job Description

**Job Title:** Construction and Facilities Administrative Assistant  
**Department:** Real Estate Development and Management (REDM)  
**Reports To:** Facilities Manager  
**FLSA Status:** Non-Exempt/Full-Time  
**Approved:** December 2021

**SUMMARY**

The Construction and Administrative Assistant position provides critical support to teams within the Real Estate Development and Management department to help ensure the successful creation and maintenance of affordable housing in and around Grand Rapids. This is an ideal position for an individual who is organized, thorough, and passionate about stepping into the field of affordable housing development. This position will manage various tasks organized in three areas:

- Construction Administration
- Facilities and Maintenance Administration
- Other Functions of REDM Department

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

**Construction Administration:**

- Provide administrative support to the Construction Team for activities including but not limited to document searching, document delivery, scheduling, invoice processing, scanning, contractor follow ups, file organization, project bidding, and email management;
- Schedule meetings, create agendas, and prepare and disseminate minutes/notes from development, construction and property management meetings;
- Facilitate the development of filing systems and coordinate the storing, arranging, indexing and classifying of REDM records (including the REDM database) to meet administrative, legal, and financial requirements as well as assisting in digitizing all department records;
- Assist with compiling required components of DTE and Consumers Energy rebate programs;
- Serve as a point of contact with the Finance team to facilitate revenue/expense questions specific to the Construction Department;

- Communicate with existing contractors and conduct initial subcontractor screening/info collection for subcontractors requesting to be added to bidding lists. Collect and assemble subcontractor information including:
  - Insurance certificates and annual updates,
  - W-9s, lead certifications and licenses,
  - Debarment clearance, etc.
- Assist with compiling and submitting components related to the GreenStar green building program;

#### **Facilities and Maintenance Administration:**

- Communicate with existing contractors and conduct initial subcontractor screening/info collection for subcontractors requesting to be added to bidding lists.
- Collect and assemble subcontractor information including:
  - Insurance certificates and annual updates,
  - W-9s, lead certifications and licenses,
  - Debarment clearance, etc.
- Assist with contractor communication in regards to invoice deadline reminders and invoice process questions from subcontractors; maintains an accurate invoice record and filing system;
- Assist with coordinating a timely response to building construction concerns arising from regulatory agency inspections;

#### **Other Functions of REDM:**

- Perform utility transfer for all vacant units and address ongoing utility connection problems as they arise;
- Monitor and organize the keys for the various ICCF properties;
- Conduct occasional site visits to record site conditions, coordinate subcontractor access, and facilitate tenant communication if the property is occupied;
- Assist the Construction, Facilities, and Advancement team members with the distribution of materials for volunteer group projects. The ability to operate a truck and trailer is preferred;
- As requested, occasionally serve as a back-up to support the ICCF Receptionist in their absence;
- As requested, occasionally assist in the assembly of documentation for public sector funding applications such as Low Income Housing Tax Credits (LIHTC);
- All other duties as assigned;

#### **SUPERVISORY RESPONSIBILITIES**

This job has no formal supervisory responsibilities but coordination of trade contractors will be required.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Excellent organizational, computer, and communication skills are necessary to be successful in this position.

## **EDUCATION and/or EXPERIENCE**

High school diploma or GED is required. College degree is preferred, but not required. Minimum 2 years working in an administrative support role is preferred. Preference for construction related experience.

## **LANGUAGE SKILLS**

Strong language skills are preferred for this position. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write professional letters, emails, routine reports and correspondence is critical.

## **MATHEMATICAL SKILLS**

Basic construction math ability required. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

## **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Michigan Driver's License and acceptable driving record is required.

## **PHYSICAL DEMANDS**

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 and talk or hear. The employee is frequently required to walk, reach with hands and arms, and climb or balance. The employee is frequently required to sit; use hands to finger, handle, or feel; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50

pounds, occasionally lift and/or move up to 25 pounds, and occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate.

### **TECHNOLOGICAL SKILLS**

Ability to effectively use a smart phone, tablet, and computer using the Windows platform. Ability to navigate a variety of software including Microsoft Office, Microsoft 365, and digital timecards.

**ICCF is an EEO Employer.**

**To apply, send a cover letter and resume to: [hr@iccf.org](mailto:hr@iccf.org)**