



Office Administrator

Reports to: Executive Director **Status:** Part-time, Non Exempt **Compensation:** \$20/hour | approximately 12 hours per week **Benefits:** PTO & holidays in accordance with LNA PTO policy

Position Summary

The Administrative Assistant plays a vital support role at the Lakeshore Nonprofit Alliance (LNA), working alongside the Executive Director, Director of Programs & Partnerships, and Director of Membership to strengthen the day-to-day operations of the organization. This role provides the operational backbone that allows LNA's programs to run smoothly, its communications to stay organized, and its team to stay focused on serving the nonprofit sector in West Michigan. The Administrative Assistant is both detail-oriented and people-ready, handling logistical tasks with care while serving as a warm, professional point of contact for those who interact with LNA.

Essential Duties and Responsibilities

Program & Event Support (45% of time)

- Prepare, print, and organize materials and agendas for LNA programs and cohorts, including Lead 24/7
- Coordinate food orders and delivery for program sessions
- Support event registration setup and logistics coordination
- Assist with scheduling and venue coordination for offsite program sessions • Ensure programs are properly supported with materials and logistical details ahead of time

Office, Data, & File Management (45% of time)

- Keep membership database and relevant public-facing locations up to date with current member and contact information
- Maintain and organize LNA's Google Drive, ensuring files are current, consistently named, and easy to find
- Process and file invoices and other financial documents in a timely manner
- Handle physical filing and document organization as needed

Our mission is to strengthen the ability of nonprofit organizations to successfully accomplish their missions by working together.



- Print and organize donor and development communications for mailing
- Maintain office supplies & general office organization/cleanliness

Communications & Organizational Support (10% of time)

- Respond to inbound phone calls and general website inquiries, triaging appropriately to the right team member
- Serve as a warm, professional first point of contact for those reaching out to LNA
- Provide general administrative support across the LNA team as needs arise
- Anticipate needs and flag issues before they become problems

Ideal Candidates Will Possess the Following Skillsets, Characteristics, and Qualifications

- Strong organizational skills and exceptional attention to detail
- Comfortable managing multiple tasks and shifting priorities in a small, fast-moving office environment
- Warm, professional communication style, both written and verbal, with ability to represent LNA externally
- Proficiency with Google Workspace (Drive, Docs, Sheets, Gmail)
- Reliable, self-directed, and able to work independently with minimal supervision
- Access to reliable transportation (some local deliveries required)
- Familiarity with or genuine interest in the nonprofit sector is a plus

Schedule and Location

This position averages 12 hours per week. We are flexible on how those hours are structured and welcome a conversation about what works best for the right candidate. Some in-person work at our Holland office is required, particularly for printing, physical filing, and deliveries. Other hours may be completed remotely.

To apply, please send your resume and a brief note telling us why this role interests you to Kory Plockmeyer (kory@lakeshorenonprofits.org).

Applications will be reviewed on a rolling basis beginning April 15.

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