



## **EMPLOYMENT OPPORTUNITY**

### **Assistant Program Officer -- Green Connection / Community Real Estate Development**

The Bay Area Local Initiatives Support Corporation (LISC) is seeking an Assistant Program Officer for the Green Connection program, which links owners and managers of affordable multi-family housing to an array of technical assistance aimed at improving energy efficiency and incorporating green building practices within their buildings, as well as overall sustainable community development efforts.

#### **About LISC**

For twenty-five years, Bay Area Local Initiatives Support Corporation has partnered with nonprofit community development organizations to build and strengthen their capacity and help them become strong, efficient, and sustainable entities to build affordable housing and revitalize entire communities. We are part of the Local Initiatives Support Corporation (LISC), the nation's largest nonprofit community development support organization. Bay Area LISC, one of twenty-nine field offices, has been working since 1981 to support locally driven community development efforts to improve the quality of life in low-income Bay Area communities. We build the capacity of community-based organizations to build affordable housing, create jobs, attract new businesses, strengthen local economies, perform essential neighborhood services, and create healthy, sustainable communities.

Our strength lies in our strong partnerships with the public, private, and nonprofit sectors and our commitment to locally based community revitalization. We marshal resources from around the region and the nation, providing capital, skills, tools, and knowledge to grow and sustain place-based initiatives. Over our 25 years in the San Francisco Bay region, we have financed the construction or rehabilitation of 9,000 units of affordable housing and nearly two million square feet of retail and community facility space.

#### **About Green Connection**

Bay Area LISC's Green Connection program promotes energy efficient and green affordable housing through technical assistance, trainings, grants, financing, and policy support. The Green Connection program builds the capacity of the affordable housing sector to understand and utilize energy efficiency, renewable energy, resource conservation, green building, and green maintenance mechanisms through two tracks: Energy Efficiency and Green Building. In this way, Green Connection helps to partner the community development field with the environmental movement to create healthy and sustainable communities for all – and particularly for low-income individuals and families. Green Connection also helps build sustainability mechanisms into neighborhood building efforts more broadly.

For more information about national LISC, Bay Area LISC, and Green Connection visit our websites at [www.lisc.org](http://www.lisc.org) and [www.bayarealisc.org](http://www.bayarealisc.org).

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## **Responsibilities**

The LISC Green Connection/ Community Real Estate Development Assistant Program Officer will be a point of contact for nonprofit housing developers and managers seeking to obtain information on energy efficiency and green building resources to facilitate the construction and rehabilitation of green affordable housing. The Assistant will support underwriting activities to facilitate the development of housing and commercial real estate as part of LISC's Sustainable Communities Initiative. The Assistant Program Officer (APO) will report to the Green Connection Program Officer.

Specific responsibilities for the Assistant Program Officer include:

- A. **Green Building and Energy Efficiency Technical Assistance:** Ensure that affordable housing developers and property managers have access to information on energy efficient and green building practices. Assist with the development of Green Connection program resources.
- B. **Support Bay Area LISC's partnerships with Build It Green and the Green Affordable Housing Coalition:** The goal of these partnerships is to build the capacity of affordable housing developers and providers to build and maintain green projects and to institutionalize the knowledge and practice of green building within the affordable housing field.
- C. **Green Community Real Estate Development:** Assist with technical assistance, trainings, and financing activities to facilitate the development of environmentally sensitive housing and commercial real estate as part of LISC's neighborhood building work.
- D. **Sustainable Comprehensive Community Neighborhood Initiatives:** Bay Area LISC is involved in a number of community revitalization efforts in targeted neighborhoods. The Assistant Program Officer will support LISC staff to maximize the number of green building and sustainable community revitalization projects in these neighborhoods. The APO will act as a conduit of information between LISC staff and the community partners.
- E. **On-Going Program Support:** Work with Program Officers to ensure Green Connection and Community Real Estate Development programs meet targeted milestones and objectives.

## **Qualifications**

Experience in affordable housing, community development, green building, and energy efficiency is preferred.

Preferred skills and experience include:

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*Helping neighbors  
build communities*

- Familiarity with green building guidelines (such as LEED, GreenPoint Rated, or the Collaborative for High Performance schools). Accreditation preferred.
- Familiarity with available financial and technical assistance programs for energy conservation, including experience with program application processes.
- An understanding of the financing and operation of nonprofit multi-family affordable housing, including experience working with a nonprofit housing organization.

Minimum experience and skills include the following:

- Strong interest in sustainable community real estate development.
- Strong interest in energy efficiency and green building.
- Strong interest in programs to assist lower-income households and communities.
- Strong interpersonal skills and an ability to work closely with a wide range of client organizations and staff including building maintenance staff and management, project managers, design consultants and public agency staff.
- Computer skills; word processing and spreadsheet capabilities are essential.
- Strong facilitation and training skills.
- Strong personal initiative and organizational skills.

A Master's degree in urban planning, public policy, sustainable development or a related field is preferred but not required.

**Qualified applicants should submit a resume and brief cover letter describing their interest in the position.**

Search: Green Connection/ Community Real Estate Development  
Assistant Program Officer  
Bay Area LISC  
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**DEADLINE:** Position open until filled.

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