



**HOUSTON LOCAL INITIATIVES SUPPORT CORPORATION
Job Description**

Program Assistant – Fund Development, Communications & AmeriCorps

Local Initiatives Support Corporation (LISC) seeks an experienced, self-motivated individual to fill a Program Assistant position in its Houston office. LISC is dynamic national nonprofit organization (with decentralized, local office sites) which provides financial and technical assistance to organizations engaged in the creation of healthy neighborhoods in Houston. LISC acts as a funder, lender, advocate, and consultant to these groups as they build affordable housing, revitalize aging commercial strips, and engage their neighborhoods in the important work of community development. The Houston LISC office has been engaged in this activity in Houston 1989.

The Program Assistant will work closely with Executive Director and the Program Officer that oversees the LISC AmeriCorps program to ensure the fund development and communications efforts as well as the AmeriCorps program are operating efficiently. The AmeriCorps program places full and part-time AmeriCorps members with Houston area community development organizations. The Program Assistant position offers tremendous growth opportunities for personable, self-motivated, and well-organized persons with outstanding work process, planning and management skills; skill with PC office software; and excellent oral and written communication skills. The Program Assistant will report to the Executive Director and the Program Officer responsible for the LISC AmeriCorps program. ***LISC is committed to maintaining a diverse work force and strongly encourages people of color to apply.***

Responsibilities include:

Donor Relations:

- Support Executive Director in coordinating stewardship of Houston LISC funding relationships.
- Assist in writing grant proposals, grant reports, and letters to donors.
- Conduct research on existing and prospective donors.

Communications:

- Produce, in collaboration with program staff, Houston LISC communications materials such as e-newsletter, website, brochure, press release and program description text.

Fundraising and Communications Systems:

- Maintain fundraising and communications filing systems (electronic and hard copy).
- Develop and maintain donor and media databases.
- Responsible for tracking reporting and funding deadlines and requirements.
- Perform other related duties as assigned.

AmeriCorps Program Administration:

- Support Program Officer in general administration assistance of the LISC AmeriCorps program.
- Maintain AmeriCorps filing system to meet federal program standards,
- Package AmeriCorps Member orientation and training materials,
- Assistance with Member and Supervisor trainings and special events,
- Document Member service success stories to communicate program success.

Qualifications:

- Bachelor's degree in Communications, Business Administration, Planning, Liberal Arts, or related field.
- Excellent written and verbal communication skills and personable presentation.
- Ability to analyze conceptual and quantitative information, quick learner, and creative problem solver.
- Excellent range of computer skills and knowledge of computer software applications (must know word processing, spreadsheet, and internet browser). Experience with Microsoft Office Suite preferred.
- Ability to manage multiple and varied projects with strong attention to detail – must be highly organized and work accurately.
- Ability to work independently and as a part of a team.
- Flexibility and poise in dealing with a diverse set of individuals and organizations, especially donor prospects.
- Capacity to work on multiple tasks and projects simultaneously, while still meeting the priorities of the position.
- Highly reliable person with a good sense of humor.

Preferred skills and experience:

- Some knowledge or awareness of community development, neighborhood revitalization, and the neighborhoods of Houston.
- Prior fundraising or media relations experience.
- Experience in PowerPoint, Adobe Illustrator, or Microsoft Publisher.

Salary: LISC offers a competitive salary and excellent benefits.

Interested candidates should send a resume and cover letter no later than June 11, 2008 to:

**Amanda Timm
LISC Houston
2640 Fountain View, Ste. 220
Houston, Texas 77057
atimm@lisc.org**

E-mail submissions preferred.

LISC IS AN EQUAL OPPORTUNITY EMPLOYER