



**Job Announcement**  
**Program Officer for Workforce Development**  
**LISC National Office**

Local Initiatives Support Corporation seeks qualified applicants for the position of Program Officer for Workforce Development. The program officer will be responsible for guiding and fostering the development of workforce programs and policies centered on helping build transitional employment for hard to place individuals and improving the skills of workers in areas such as “green” jobs. The program officer will work with LISC local offices to develop and implement programming, and manage grant investments.

**About LISC:** LISC is a national non-profit organization that provides financial and technical assistance to nonprofit community development organizations working to improve housing and economic conditions in inner city neighborhoods and lower-income communities. LISC has local offices in 29 cities. LISC is founded on the belief that locally directed physical, economic and social change is a uniquely powerful tool for revitalizing urban neighborhoods and improving the quality of life of their residents.

**Position Responsibilities**

The Program Officer will report to the Program Director for Family Income and Wealth Building and will work closely with LISC’s Community Safety Initiative, Green Development Center as well as LISC local offices.

1. Develop workforce-related programming with an emphasis on hard-to-place populations, green jobs, and the nexus between foreclosure and workforce development.
2. Provide technical assistance to the LISC local offices and their community-based organizations on workforce programming.
3. Coordinate specialized technical assistance from LISC national staff and consultants.
4. Research and disseminate workforce development best practices.
5. Identify and pursue public and private funding sources.
6. Develop national infrastructure to best assist local LISC offices in program development and oversight on hard-to-place populations, green jobs, and the nexus between foreclosure and workforce development.
7. Develop and support state and federal public policy on various issues related to workforce development.
8. Work with other national organizations to build consensus for coordinated action around workforce development issues.
9. Monitor progress and prepare reports to LISC funders.
10. Work with the communications office to promote LISC’s workforce development programming.

## **Qualifications**

1. Bachelor's Degree, and at least five years experience in workforce development with low income families, Master's degree preferred
2. Fundraising experience
3. Working knowledge of public funding streams for workforce development
4. Excellent oral and written communication skills.
5. Willingness to travel to various LISC cities
6. Computer skills: Proficiency in Microsoft Word and Excel plus on-line program management software and databases
7. Basic understanding of community development

## **Personal Characteristics**

1. A demonstrated interest in and commitment to the transformation of low income families through improved employment.
2. The interpersonal skills necessary to work constructively with a wide variety of people and organizations; the ability to inspire trust, organize people into a team and motivate them to work intently and efficiently together.
3. Must be positive, solution-oriented professional with an entrepreneurial spirit.
4. Comfort with group processes and intangibles; a good sense of humor; patience; integrity.
5. The ability to be a team player and to promote broad consensus about strategies, plans and specific actions among diverse interests.

**Salary:** LISC offers a highly competitive salary and an excellent benefits package.

### **Please submit resume and a brief cover letter to:**

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