



GREEN DEVELOPMENT CENTER, LOCAL INITIATIVES SUPPORT CORPORATION
Job Description
Assistant Program Officer

Local Initiatives Support Corporation (LISC) seeks an experienced, self-motivated individual to fill an Assistant Program Officer (APO) position in its Green Development Center (GDC). 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. 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 Green Development Center is one of several LISC national programs that work with the 28 local offices as well as the Rural LISC program and their 73 CDC partners from around the country. Strong preference is for a Boston-based APO, but the position is open to a candidate based in New York or Washington, D.C.

The APO will work closely with the GDC Program Director in developing LISC-wide greening policies, providing technical assistance to the field, and supporting all green aspects of LISC's *Building Sustainable Communities* strategy. The GDC provides financial resources, technical information, partnership opportunities, and education to LISC programs and the community development field. The Green Development Center supports efforts to accelerate the use of green design, construction, and management practices in the built environment of low-income neighborhoods, promote environmental awareness in business development and workforce development initiatives, and promote sustainable development principles that enhance LISC's strategic goals of building communities that:

- Enhance the built environment
- Increase family income and wealth
- Stimulate economic activity
- Improve access to quality education and youth development, and
- Foster livable, safe, and healthy environments

Responsibilities:

- Interface with national programs including but not limited to:
 - Family Income and Wealth Building (green jobs)
 - Affordable Housing Preservation (green rehab)
 - Housing Authority Resource Center (green building)

- Education Facilities Financing Center (green schools)
- Assist in coordination and planning of workshops, meetings and conferences with national programs.
- Where necessary, assist in development of communications material such as newsletters, flyers, press releases.
 - Maintain Website
 - Give bi-weekly greening updates to the local offices
- Coordinate and lead Green Advisory Group calls.
- Manage intern program.
- Stay on top of latest research in green building and sustainable development.
- Provide other support as needed.

Qualifications

- Masters Degree in planning, urban studies, real estate, architecture, or related field.
- Knowledge of green building and sustainable development strategies a must.
- Have a working knowledge of community development finance and underwriting.
- Excellent writing skills.
- Competent in Microsoft Office (must know Word and Excel).
- Ability to manage multiple and varied projects with strong attention to detail – **must be highly organized**.
- Knowledge or awareness of community development and neighborhood revitalization.
- Ability to work independently and as part of a team.
- An outgoing personality, sense of humor, patience, and integrity.

Compensation: LISC offers a competitive salary

Please send a cover letter and your resume to:

Marilyn Sanchez
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 Boston, MA 02116
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 COMMITTED TO DIVERSITY AND INCLUSION**