



POSITION ANNOUNCEMENT:
ASSISTANT PROGRAM OFFICER – CDC Green Retrofit Initiative
(Temporary, Part-time)
Greater Boston LISC

Background

Local Initiatives Support Corporation (LISC) seeks an experienced self-motivated individual for the position of temporary part-time Assistant Program Officer in Boston, Massachusetts. LISC is a national non-profit organization that provides financial and technical assistance to community development corporations (CDCs) working to improve social and economic conditions in low-income, urban communities. Founded in 1979 by the Ford Foundation, LISC has grown to become the nation's premier national non-profit intermediary providing holistic support for neighborhood development and working to enhance the overall community development industry.

Job Description

In 2009, with assistance from the Barr Foundation, Boston LISC kicked off a three-year effort to increase greening and energy efficiency upgrades in CDC housing portfolios. Through the CDC Green Retrofit Initiative, CDCs will increase their capacity to understand energy use in their properties, develop green capital improvement plans and determine how to fund, finance and implement cost effective improvements.

The Assistant Program Officer will work closely with the CDC Green Retrofit Initiative Senior Program Officer for a three month period, while the Program Officer is on leave. The responsibilities of this position will include working with a shared energy manager for a portfolio of CDC housing units and CDC asset managers to plan, fund and manage energy and green retrofits. The Assistant Program Officer will also track applicable local, state and federal funding sources and policies.

The Program Officer position is part-time and temporary. Boston LISC anticipates that the position will be 20-30 hours per week (with the potential for more hours in June and/or July) and run from about May 1 to August 15.

Responsibilities include:

- Oversee LISC's Green Retrofit Initiative.
- Receive and review mid-year reports from CDCs participating in the Initiative.
- Assist in the reporting requirements to funders.
- Oversee the work of technical assistance contractors.
- Help market and administer predevelopment recoverable grants.

- Plan and implement monthly collaboration meetings of CDCs on green building and energy management.
- Work with participating CDCs to develop tenant engagement models.
- In conjunction with other Boston LISC staff, manage key CDC operating support programs, including identification of capacity building needs and coordinating delivery of technical assistance.
- Assist with LISC's lending and grant programs as needed.

Qualifications

1. Experience in residential and/or commercial real estate development and/or asset management, preferably in an affordable housing setting.
2. Knowledge of green building and sustainable development strategies, standards, and policies.
3. Excellent oral and written communication skills.
4. Ability to manage multiple and varied projects with strong attention to detail – must be highly organized.
5. Familiarity with Massachusetts housing and economic development issues, financing sources, underwriting issues, organizations, resources, and neighborhood planning issues.
6. Good computer skills: word processing, spreadsheets. Knowledge of Word and Excel.
7. Bachelors Degree in related field. Graduate degree in related field is preferred. Qualified graduate students are welcome to apply.
8. Ability to work independently.

Compensation: LISC offers a competitive salary for temporary part-time employment, commensurate with experience.

Applications will be considered as received. Qualified applicants should forward cover letter and resume no later than March 24, 2010 to:

Marilyn Sanchez
 Program Officer
 Local Initiatives Support Corporation
 95 Berkeley Street, Suite 202
 Boston, Ma 02116

or email: msanchez@lisc.org

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 COMMITTED TO DIVERSITY AND INCLUSION**