



## POSITION ANNOUNCEMENT ASSISTANT PROGRAM OFFICER AFFORDABLE HOUSING PARTNERSHIP COORDINATOR

### **Background**

Local Initiatives Support Corporation (LISC) seeks qualified candidates for an Assistant Program Officer in Kalamazoo. LISC, widely recognized as the nation's premier community development intermediary, has a 30 year history of providing financial and technical assistance to community-based organizations focused on the redevelopment of urban neighborhoods and rural communities. The organization works throughout the nation to assist in the development of affordable multi-family and senior housing, homeownership opportunities, commercial enterprises, education, childcare, community facilities and various community-building programs. LISC works with its partners to make communities good places to work, do business and raise children.

### **Job Description**

The Assistant Program Officer will have responsibilities for coordinating and facilitating the implementation of the Kalamazoo County Plan to End Homelessness through the Affordable Housing Partnership (AHP) structure and; coordinating all LISC program activity in applicable low income neighborhoods and to specifically work in a Sustainable Communities Initiative target area. The position will be located in the Kalamazoo LISC office and reports to the Executive Director for Michigan LISC.

### **AHP Responsibilities**

- Provide leadership and staffing to the Affordable Housing Partnership (AHP), including meeting preparation, facilitation, and creating accountability for action items.
- Oversee process for HUD Super NOFA and MSHDA ESG applications.
- Complete comprehensive update of the Plan to End Homelessness to incorporate community vision, best practices, and measurable outcomes.
- Continue to implement a marketing/education/communication strategy to heighten awareness of Plan to End Homelessness issues.
- Oversee implementation of plan strategies. Strengthen community wide partnerships and linkages and serve as a representative for the partnership.
- Plan special events, point in time count, and best practice sharing opportunities for partners.

### **LISC Responsibilities:**

- Assist with the implementation of a Sustainable Communities Initiative (SCI) strategy in a target area. Represent LISC at SCI meetings. Coordinate activities with LISC staff in other SCI target areas.
- Develop effective working relationships with cross sector partners to achieve meaning outcomes that are beneficial to neighborhood residents.
- Identify projects for potential LISC investment that would benefit neighborhoods.
- Continue to implement a marketing and communication strategy to heighten awareness about the impact of LISC's work.

- Assist with fundraising efforts by preparing grant proposals and requests.
- Work with Community Development Corporations (CDCs) and non-profits to build organizational capacity.

### **Qualifications**

- Two years community development experience. Bachelors Degree in related field.
- Strong interpersonal skills and the ability to develop strong working relationships across community, public, and private sectors.
- Excellent oral and written communication skills including ability to write and prepare grant proposals.
- Proven ability to facilitate meetings and achieve established outcomes in a team based environment.
- Ability to manage volunteers and manage multiple projects simultaneously.
- Strong computer skills including Microsoft Suite, Google sites, and the use of social media
- Knowledge of marketing, event planning, and meeting coordination techniques.
- Familiarity with homelessness issues.

### **Compensation**

LISC offers a competitive salary and excellent benefits.

**Applicants should forward cover letter, salary requirements and resume by  
October 14, 2011 to:**

Chuck Vlieg  
Executive Director  
Local Initiatives Support Corporation  
119 N. Church Street, Suite 201  
Kalamazoo, MI 49007

**LISC IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO DIVERSITY &  
INCLUSION**