



## POSITION ANNOUNCEMENT:

### PROGRAM ASSISTANT

LISC – Greater Cincinnati & Northern Kentucky

#### **The National Organization**

Local Initiatives Support Corporation (LISC) is America's largest private, non-profit community development intermediary, dedicated to helping Community Development Corporations (CDCs) transform distressed neighborhoods into healthy communities. By providing grants, low-interest loans and equity investments to nearly 2,800 CDCs, we help build homes, childcare centers, youth recreational facilities, and job-producing retail and commercial space in 30 cities and 70 rural areas nationwide. Since its formation in 1980, LISC and its affiliates have invested \$8.6 billion in financing, which has leveraged \$25.3 billion in total development to help create 230,000 housing units and more than 32 million square feet of commercial, industrial, retail and community facility space.

#### **The Local Office**

GCNK LISC provides operating support, technical assistance, project financing, leveraging of funding, and assistance with capacity building to community development corporations (CDCs) and other partner organizations in the region. LISC is a funder and co-intermediary in a sustainable community initiative called **place matters**. It is a funder's collaborative that is a focused, comprehensive community initiative between LISC and other community partners to achieve physical transformation in three targeted neighborhoods – Price Hill and Avondale in Cincinnati and Covington. In addition, LISC has expanded its sustainable community work into several other neighborhoods in 2012.

#### **Program Assistant Position**

The Program Assistant Position is an entry-level position responsible for assisting the Executive Director in fund development & communications. This position will involve writing for funder, general audiences, and some media about the work of LISC GCNK, our community partners, and the community development field. The position will also be responsible for grant writing. In addition, the position will collaborate and assist Program Officer with the AmeriCorps program.

#### **Fund Development:**

- Support Executive Director in fund development
- Assist with the development and writing of funding proposals and grants
- Lead, coordinate, and write periodic status/grant reports to funders

#### **Program Support:**

- Assist Program Officer in coordinating LISC AmeriCorps trainings, grant compliance and reporting.
- Assist Program Officers in Community Safety Initiative work as well as LISC Green development initiatives
- Performs other community development related duties as requested

#### **Communications:**

- Collaborate in the design and production of marketing materials.
- Assist in the development of articles for quarterly e-newsletters and monthly e-announcements, and in the writing of press releases

- Maintain a web presence for LISC by updating and publishing content detailing program activities, resources for community development practitioners and other information of relevance to partners, funders, and affiliates.
- Participate in creating presentations, briefs and progress reports for new and current funders.

**Qualifications:**

- Undergraduate degree required, master's degree preferred with minimum two years related work experience.
- Outstanding written and oral communication skills and organizational skills required.
- Strong familiarity with the field of community development
- Self-directed, independent worker who takes initiative and is able to create the systems and processes inherent to this position
- Excellent computer skills, including demonstrated competence in Microsoft Word, Excel, PowerPoint, Adobe, Acrobat, and familiar with Adobe InDesign, Illustrator, and related software
- Proficiency in the uses of technology, social media and website management required
- Flexibility and poise in dealing with a diverse set of individuals and organizations
- Detail-oriented while still able to understand and promote a global view of the community development field and LISC

**Salary:**

- LISC offers a competitive salary and an excellent benefits package.

**Qualified candidates should send a resume, cover letter and writing sample via email or regular mail by February 15 2012.**

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TO DIVERSITY AND INCLUSION**