



POSITION ANNOUNCEMENT ASSISTANT PROGRAM OFFICER

Local Initiatives Support Corporation (LISC) seeks an Assistant Program Officer for the AmeriCorps Program to be based in the New York LISC Office.

DESCRIPTION OF ORGANIZATION

LISC, one of the nation's leading non-profit corporations, helps local people rebuild deteriorated neighborhoods across America. It provides financing and technical know-how to non-profit community development organizations to transform distressed neighborhoods into healthy and sustainable communities of choice and opportunity – good places to work, do business, and raise children. These neighborhood based groups develop affordable housing, spur commercial investment, create jobs, and expand other services that improve the quality of life in the low-income communities where they live and work. LISC provides grants and loans, as well as equity, for affordable housing development and commercial development in low-income neighborhoods. The goals of the AmeriCorps program are to couple national service with extensive training as an entry-level opportunity for AmeriCorps members so that the pool of trained professionals in the community development field, particularly among people of color and those from the communities served by the non profit organization, is expanded. The program also seeks to provide the non-profit partner, and the neighborhoods they serve, with needed human resources to assist in revitalization efforts. AmeriCorps members play a variety of roles at these organizations as part of LISC's strategic efforts in "Building Sustainable Communities" to create more comprehensive and integrated approaches to community development. The program is currently in its 18th year of service and will place 240 AmeriCorps members with non-profit partners across the country within the areas where 14 local LISC programs operate.

POSITION DESCRIPTION

The role of the Assistant Program Officer is to be an integral member of the AmeriCorps team based in the New York office. The individual will provide support to the field staff, members, site supervisors, and the Program Director in order to create an environment that fosters professional and leadership development among AmeriCorps members. Specific responsibilities include:

- Coordinate the event planning and travel logistics for the national leadership conference, typically held the last week of October each year, for approximately 200 AmeriCorps members/ LISC staff including on and off site logistics, member registration, and on-site management of the agenda.
- Implement the department's communications plan including but not limited to: special communications projects, annual Profiles publication, quarterly e-newsletter, Spotlight on Service pieces including National AmeriCorps Week, Dr. Martin Luther King, Jr. Service Day, other national service days/projects as they occur.

- Develop and maintain the departments external contact databases including listserv communications. Develop and implement an alumni communication effort.
- Manage LISC technology tools and Web products to assist LISC AmeriCorps members, supervisors, and local program administrators increase access to program information including generating content and disseminating communication materials
- Assist the Program Officer in ensuring that all CNCS and program compliance regulations are met in regard to member file management by managing the member database (OnCorps), member exit process, member hour certification (OnCorps), etc.
- Other duties as required by the Program Director.

QUALIFICATIONS

The Assistant Program Officer should be familiar with national service or volunteer programs. The ideal candidate will be proficient with using technology including MS Word, Excel, Access, Power Point, Web 2.0 applications, Facebook, and Constant Contact. Attention to detail and excellent organizational skills required. The ability to facilitate teamwork is important. A pro-active self-starter with the ability to work equally well independently or as part of a team is strongly desired. The ideal candidate is one who can work with multiple role demands in a fast-paced environment. Some travel is required.

LISC provides a competitive salary and excellent benefits. LISC promotes equal opportunity and is committed to diversity and inclusion in the selection process.

APPLY:

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No phone calls please

LISC IS AN EQUAL OPPORTUNITY EMPLOYER