



POSITION ANNOUNCEMENT  
PROGRAM ASSISTANT  
Local Initiatives Support Corporation–Greater Houston

**Background**

Local Initiatives Support Corporation seeks qualified candidates for a **Part-Time Temporary Program Assistant with its Greater Houston program**. The program assistant will provide basic support to Houston’s Financial Opportunity Centers program under the supervision of the Program Officer responsible for managing that program. The expected work schedule is approximately 20 hours per week, with an hourly rate of \$15.

Local Initiatives Support Corporation (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 and public entities focused on the redevelopment of urban neighborhoods and rural communities. The organization works in communities 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. For more information about LISC visit [www.lisc.org](http://www.lisc.org).

Houston is undertaking two major initiatives, the Great Opportunities (GO) Neighborhoods Program and establishing Financial Opportunities Centers. GO Neighborhoods uses community engagement and comprehensive community revitalization to build sustainable communities with LISC taking on funding, coordinating, evaluating and partnership building roles. Financial Opportunities Centers seek to help people transition out of poverty by providing a multi-service approach to families in the areas of increasing income, accessing income supports, and financial coaching/counseling.

**Responsibilities**

- ◆ Track grant compliance, and coordinate logistics for meetings, trainings and other events
- ◆ Update trainings manuals, and provide basic technical support to grantees on outcomes management systems
- ◆ Other duties as assigned

**Qualifications**

- ◆ High School education or equivalent ; strong oral and written communication skills
- ◆ Strong organizational skills with the ability to work on multiple projects
- ◆ Demonstrated proficiency with Microsoft Office Suite and strong aptitude for learning new software
- ◆ Equally comfortable working independently or as part of a team
- ◆ Self-starter who takes initiative, and is receptive to feedback
- ◆ Reliable and punctual

**To Apply:**

Please provide a cover letter, resume and three professional references via email to Berenice Tostado at [BTostado@lisc.org](mailto:BTostado@lisc.org). Indicate “Program Assistant Application” in the subject line

*LISC Greater Houston is an affiliate agency of the United Way of Greater Houston*

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