



Position Announcement
Program Officer for Income and Asset Building

Local Initiatives Support Corporation (LISC), widely recognized as the nation's premier community development intermediary, has a 30-year history of investing in community-based organizations focused on rebuilding urban neighborhoods and rural communities. LISC works throughout the nation to assist its various partners to implement our comprehensive, place-based community revitalization strategy that we call *Building Sustainable Communities*. Through our investments and technical assistance, LISC works with our partners to make communities good places to work, do business and raise children. For more information about LISC visit www.lisc.org.

Rhode Island LISC seeks an individual with a passion for strengthening communities, to join its highly productive and capable staff as a Program Officer. This position will oversee and manage the continued growth and program elements of all income and asset building activities at RI LISC. The core mission of the FOC is to provide employment and career services focused on employment placement and career improvement, financial education and coaching, and access to public benefits. We invite people to apply who have experience working with diverse populations and who possess general expertise in community development, and/or specific expertise in workforce development and program management.

Key Responsibilities: The LISC program officer will be charged with managing the FOC program as well as coordinating the SNAP E&T program. The Program Officer will be responsible for researching and applying for grants to maintain and manage a multi-disciplinary approach to building individual and family assets; offering technical assistance and training; and working with advocates to secure greater support for this comprehensive approach to building family wealth and assets.

The Program Officer will be a part of Rhode Island LISC's overall efforts to invest in strengthening low-income communities and work closely with the Rhode Island LISC team on implementing LISC's *Building Sustainable Communities*.

Specific Duties include:

- Manage the program and identify growth opportunities for the Financial Opportunities Centers and SNAP E&T program in Rhode Island, including maintaining detailed knowledge of the various organizations and stakeholders involved in the FOC programs.
- Write, disburse and manage investment and monitoring of operating grants for the selected FOC sites, technical assistance related to the utilization of program tracking software, and the identification of best practices related to the operations of FOCs.
- Develop collaborative funding arrangements with other financial and philanthropic institutions to support the initiatives.
- Provide specialized financial management technical assistance and problem solving support to community partners implementing FOCs.

- Coordinate with LISC's National Director of Family Income and Wealth Building on the development and oversight of the program.
- Coordinate and oversee consultants and other providers contracted to give services to the programs and the participants.
- Assist **Our Neighborhoods** sites in the development and implementation of their community contracts.
- Assume responsibility for special projects, as assigned.

Qualifications

- 4-6 years relevant experience with implementing workforce development initiatives.
- Demonstrated experience with government contract management; data management and reporting.
- Experience in working with a variety of community, public, and private sector actors to design and implement programs related to neighborhood revitalization and/or family economic stability.
- Familiarity with Rhode Island workforce development programs, a plus.
- Excellent speaking, writing and team building skills.
- Ability to travel frequently within Rhode Island and occasionally outside of RI.
- Flexible, resourceful, self-starter able to prioritize and manage multiple tasks.
- Highly motivated individual with a demonstrable commitment to the field of community development and/or workforce development.

Education: Bachelor's degree required.

Compensation: LISC offers a competitive salary and excellent benefits.

To Apply: Submit a resume and cover letter by January 6, 2012 via email to Nati Taveras at ntaveras@lisc.org or by regular mail to:

Nati Taveras, Office Manager
Rhode Island LISC
146 Clifford Street
Providence, RI 02903

Please submit a cover letter of up to two pages that describe your professional background, demonstrates the competencies we are seeking and what about working at Rhode Island LISC will challenge you the most.

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