LOCAL INITIATIVES SUPPORT CORPORATION

POSITION DESCRIPTION

POSITION TITLE: Assistant Program Officer – Community Development
REPORTS TO: Executive Director
JOB CLASSIFICATION: FULL-TIME / NON-EXEMPT
LOCATION: Charlotte, NC

THE ORGANIZATION:

What We Do

With residents and partners, LISC forges resilient and inclusive communities of opportunity across America – great places to live, work, visit, do business and raise families.

Strategies We Pursue

Strengthen existing alliances while building new collaborations to increase our impact on the progress of people and places.

Develop leadership and the capacity of partners to advance our work together

Equip talent in underinvested communities with the skills and credentials to compete successfully for quality income and wealth opportunities.

Invest in businesses, housing and other community infrastructure to catalyze economic, health, safety and educational mobility for individuals and communities.

Drive local, regional, and national policy and system changes that foster broadly shared prosperity and well-being.

Over the last 39 years, LISC and its affiliates have invested approximately $20 billion in businesses, affordable housing, health, educational mobility, community and recreational facilities, public safety, employment and other projects that help to revitalize and stabilize underinvested communities. Headquartered in New York City, LISC’s reach spans the country from East coast to West coast in 32 markets with offices extending from Buffalo to San Francisco. Visit us at www.lisc.org.

LISC Charlotte invites applicants to apply and become a member of the Community Development team. The primary responsibility of the position will be to support community development revitalization efforts as an integral part of the LISC Charlotte team by assisting the
LISC team with key program areas through research, program monitoring and coordination and program development support as it relates to core programing.

Responsibilities
The Assistant Program Officer (APO) will support Charlotte LISC’s community development work in affordable housing, economic development, safety and health. Additionally, the APO will support non-profit/public sector capacity building.

Principal areas of responsibility will include:
- Work with Program Officer and other staff to manage and coordinate programing capacity development and leadership
- Assist in the development of curricula, training materials and teaching tools regarding best practice strategies and techniques for community development
- Understand and maintain relationships in the community development sector to facilitate the creation of linkages between community-based organizations by collecting partner information and identifying new potential partners
- Conduct research related affordable housing, safety, health, equitable economic development, policy issues and non-profit/public sector capacity building
- Provide technical assistance to community partners as needed
- Collaborate with program staff to create and execute annual work plan
- Work with National LISC staff (Communications, Development, etc.) around specific deliverables and projects
- Assist other LISC staff in facilitating and convening meetings, trainings, workshops, information sessions, orientations to build partners’ capacity and access to resources
- Perform all other special projects and duties as assigned

Qualifications
The successful candidate must have two years or more of demonstrated success in the following areas:
- Strong writing skills
- Excellent project management and organizational skills
- Ability to work with others and to secure information from multiple sources
- Demonstrated ability to develop and maintain efficient systems
- Demonstrated proficiency in Microsoft Office suite (including Excel) and Outlook
- Commitment to accuracy and attention to detail
- Experience with basic office administration functions
- Capacity to work simultaneously on multiple tasks and projects, set priorities for a challenging workload, and be a positive, solution-oriented professional
- Commitment to the community development sector and the critical role of nonprofit organizations in driving social change and preserving the unique cultural heritage of neighborhoods.
- Keeps abreast of industry trends, best practices, creative financing techniques and other community development indicators. Converts industry standards to local conditions.
Education and Skills
- Bachelor’s degree from an accredited college or university required; preferably in urban studies, urban planning, business administration, public administration, or similar field
- Excellent project management, communication and organizational skills
- Demonstrated ability to develop and maintain various program and financial tracking systems
- Must have a good sense of humor, ability to work enthusiastically in a dynamic environment
- Bilingual in English/Spanish

Compensation
LISC offers a competitive salary and excellent fringe benefits.

Please send cover letter and resume via email to the below. No Phone Calls please:

LISC Charlotte
Charlotte@lisc.org

LISC IS AN EQUAL OPPORTUNITY EMPLOYER
COMMITTED TO DIVERSITY AND INCLUSION