Position Description: Program Assistant
Position Location: Houston, TX
Job Classification: Non-Exempt/ Full Time
Reports to: Senior Program Officer

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
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.

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

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.liisc.org.

Greater Houston LISC
In partnership with residents and multi-sector stakeholders, Houston LISC attracts and coordinates local and national resources to strengthen neighborhoods in the Greater Houston area. Houston LISC is comprised of a small, committed staff and a local advisory board dedicated to carrying out this mission. More information can be found at www.lisc.org/Houston.

The Program Assistant will work under guidance of the Senior Program Officer, to support the network of five Financial Opportunity Centers in Houston. LISC supports a national network of 90 Financial Opportunity Centers in more than 30 cities across the country. Financial Opportunity Centers (FOCs) focus on the financial bottom line for low-to- moderate income individuals. This means changing people's financial behavior in a way that encourages them to make a long-term
commitment to increasing income, decreasing expenses and acquiring assets. The ideal candidate has a knowledge of community development, financial stability, and data management systems. Candidates should also have experience working with diverse populations.

**Key Responsibilities**

Under the supervision of the Senior Program Officer, the Program Assistant will:
- Coordinate with LISC’s national and local team to support grant management through tracking progress, processing financial reports, and supporting grant compliance.
- Assist local FOC team in creating grant agreements and contracts for partners.
- Monitor and update internal reports and data lists.
- Responsible for processing local invoices and disbursing grant payments.
- Provide logistical and programmatic support to special events such as meetings, convenings, conferences, training workshops and tours.
- Coordinate internal and external calendars to set up meetings and events.
- Consistently pull data reports from internal programmatic database.
- Assist with other special projects and duties as assigned.

**Qualifications**

- Bachelor degree from an accredited college or university required.
- Minimum 3 years work related experience in community development, economic development, workforce development or financial stability.
- Ability to work collaboratively with co-workers and representatives from the nonprofit, corporate, philanthropic, and public sectors.
- Commitment to accuracy and attention to detail.
- Capacity to work simultaneously on multiple tasks and projects, set priorities for a challenging workload, and be a positive, solution-oriented professional.
- Proficiency with Microsoft Office Suite of programs. Candidate must also have the capacity to learn and navigate new software required for all LISC employees and for specific program initiatives.
- Must have a good sense of humor, ability to work in a dynamic environment, enthusiasm and an outcomes focus.
- Excellent writing and verbal communication skills.
- Some travel required.

**Compensation**

LISC offers a competitive salary and excellent fringe benefits.

**To Apply:**

Please submit cover letter and resume to VanNhi Nguyen, vnguyen@lisc.org. Indicate “FOC Program Assistant” in the subject line.

LISC IS AN EQUAL OPPORTUNITY EMPLOYER
COMMITTED TO DIVERSITY AND INCLUSION