



LOCAL INITIATIVES SUPPORT CORPORATION

Position Description – Program Assistant

Position Location – Indianapolis, IN

Job Classification – Non-Exempt / Full Time

Reports to – Senior Vice-President for Economic Development

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 38 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. These investments have leveraged more than \$50 billion in development activity and helped families and communities raise their standards of living. LISC investments impact the lives of nearly 7 million Americans.

Headquartered in New York City, LISC's invests in every state in the country with offices in 31 urban markets from Buffalo to San Francisco. Our rural programs make an impact in 44 states, and are supported by LISC's talented and dedicated workforce. Visit us at www.lisc.org

Responsibilities

The Program Assistant will support LISC's Sr. VP for Economic Development in framing and implementing an expansion of LISC's economic development programs. Responsibilities will include:

- Organizational Support of the SVP- Work closely with the SVP to create and implement national organizational, system, and technical structures that support local economic efforts.

- Program Coordination- Gather and organize information on LISC economic development programs, and ensure that programs are effectively implementing set work plans. Create and regularly update program reports as needed to support program leadership.
- Contract Management- Ensure that contracts initiated by the SVP are structured, executed, and monitored. Ensure that LISC contract policy is followed and payment is appropriately disbursed.
- Budget Monitoring- Assist leadership in creating and monitoring budgets for economic development programs. Communicate with ED team to ensure budgeting is integrated and performing.
- Research- Assist the SVP in monitoring relevant publications, events, and web communities related to ED, and summarize and forward items that are relevant to LISC ED programs.
- Communications- Establish, create content, and coordinate distribution of information on LISC ED programs internally and externally, in close coordination with national communications and knowledge management.
- Meeting Coordination- Support ED leadership in setting and organizing effective meetings in various locations.
- Travel Coordination- Support the SVP by scheduling travel in conjunction with travel agent, and occasionally support travel for group events.
- Calendar Management- Manage the SVP's calendar Monitor and improve the team's information management systems.
- Assist with TA program performance monitoring and reporting, including disseminating surveys, synthesizing feedback and contributing to narrative/quantitative grant reporting.
- Contribute to development/maintenance of the economic development portions of the LISC website, including writing, curating and posting content.
- Performs additional duties, as assigned.

Qualifications

- Bachelor's degree from an accredited college or university.
- Experience (work/or education) in real estate, urban studies, public administration, planning, preferred.
- Experience working in low-income communities preferred.
- Minimum one (1) year's relevant work experience in administration and information management.
- Experience with Salesforce preferred.
- Experience with website development/maintenance a plus.
- Proficiency with Microsoft Office suite required.
- Highly motivated, results-oriented individual who is able to successfully balance multiple priorities as part of a team. Collaborative and creative work style.
- Excellent written and oral communication skills required.
- A commitment to building partnerships that advance inclusive economic opportunity in communities.
- Interest in program management and operations development.

Salary

LISC offers a competitive salary and excellent benefits

To Apply

Submit cover letter and resume to lfitzsimons@lisc.org. Please include "Program Assistant Candidate" in the subject line of your email.

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