



**LOCAL INITIATIVES SUPPORT CORPORATION
POSITION DESCRIPTION**

POSITION TITLE: Program Officer – Family Income Wealth Building
REPORTS TO: Senior Program Director
JOB CLASSIFICATION: Exempt / Full Time
LOCATION: New York, NY, Washington, DC or Chicago, IL

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

Position:

LISC is seeking a Program Officer for its national Family Income and Wealth Building (FIWB) department to focus on workforce development initiatives, and general technical assistance to LISC's network of Financial Opportunity Centers (FOCs) with a particular focus on its Bridges to Career Opportunities Program (BCO). The FOC program seeks to help low-income households achieve greater financial stability through an integrated system of workforce development, financial services and income supports. And its newest initiative BCO, uses bridge and career pathways programming as a launching pad for integrated services. LISC's network of FOC/BCO sites have a firm commitment to building evidence through data and outcomes. This position will be responsible for contributing to the day-to-day technical assistance that is provided to build capacity of the local LISC offices and to the FOC/BCO network, including program-related technical assistance to FOCs centers implementing bridge programs and those FOCs who are developing new workforce initiatives. This individual will strengthen FIWB's workforce initiatives and help implement programs that foster long term engagement with FOC clients and opportunities for career and wage advancement.

While LISC's national headquarters is located in New York, NY, there is flexibility for the Program Officer position to be based in LISC offices in New York, Washington DC, or Chicago.

Responsibilities:

The primary duties of the position include:

- Lead LISC's workforce development efforts. This includes providing in-person technical assistance, phone calls, and webinars
- With the FIWB team, identify and implement innovative workforce development initiatives through LISC's network of community-based partners
- As needed, provide performance management support to the local LISC offices. (Program Officers in LISC's local offices are the primary contacts and TA providers to the community-based FOCs in their respective cities; LISC's national FIWB department provides TA to the [local LISC offices](#), and collaborates with the local LISC offices on TA to the FOCs.)
- Lead the overall grant management of a Department of Labor reentry focused grant including: outcome measurement and attainment, subgrantee performance and compliance.
- Train the network FOCs and staff from local LISC offices on FOC/BCO model.
- Work with the FIWB team to provide FOC/BCO planning, program design, and implementation support to local LISC Program Officers and to the FOC network
- Work with local LISC offices to provide technical assistance around the outcomes and expectations of government and private grants
- Provide direction related to workforce, education and training outcomes and measures
- Develop and offer tools and training to help effect culture change around outcomes, program design, and management
- As needed, manage consultants and vendors supporting LISC's FOC/BCO program
- Other duties as assigned

Qualifications:

The Family Income and Wealth Building team seeks an independent self-starter to join the fast paced team. The successful candidate for this position will show evidence of the following characteristics:

- Bachelor's degree from an accredited college or university required. Master's degree in related field preferred
- Must have at least 5-8 years of experience in managing workforce programs for low-income populations. Deep knowledge of federal workforce policy/programs, including the Workforce Innovation and Opportunity Act (WIOA).
- Knowledge of DOL Reentry programs is a plus.
- Effective training skills and experience providing training to groups of 15-30 individuals. Coaching skills a plus;
- Knowledge of integrated services delivery approaches and wealth building programs for low-income families is a plus
- Deep understanding of the community development field
- Ability to work effectively—in-person and virtually, via phone, e-mail, or webinar—with numerous field offices
- Ability and willingness to travel regularly to cities within the LISC network
- Good interpersonal skills
- Excellent written and oral communication skills
- Good organizational abilities; independent work ability

Job Specifications

- Excellent fringe benefits provided.
- This position requires frequent travel (25% to 40% of time).

Please send cover letter and resume to Seung Kim (skim@lisc.org)

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