



**LOCAL INITIATIVES SUPPORT CORPORATION
POSITION DESCRIPTION**

POSITION TITLE: Assistant Program Officer - Program Support
POSITION LOCATION: Kalamazoo, MI
JOB CLASSIFICATION: Non-Exempt / Full Time
REPORTS TO: SPO/Deputy Director

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 40 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.

For more information about LISC's work in Kalamazoo visit <http://www.lisc.org/michigan/>

Local Initiatives Support Corporation ("LISC") seeks qualified candidates for the position of **Assistant Program Officer** in Kalamazoo, Michigan.

The **Assistant Program Officer – Program Support** will be responsible for assisting in the program coordination, data collection, and management of multiple economic development and housing programs in the City of Kalamazoo. This position will also manage Kalamazoo LISC's local communications and public relations as they relate to the promotion of the organization, its activities, and objectives in support of LISC work in Kalamazoo and the City of Kalamazoo/LISC partnership.

Key Responsibilities:

Program Support

1. Work with current program staff to identify opportunities for community investment and support and assist with compiling documentation regarding economic development, housing programs, and other initiatives. Work with LISC program team to develop and implement LISC programming work with local non-profits, and other community, public, and private-sector partners.
2. Input programmatic data, process grants and disbursements, and track progress of programmatic milestones into LISC's database systems; monitor spend down of investments and coordinate reporting processes to local funders and National LISC.
3. In coordination with other staff, manage key CDC operating support programs, including identifying capacity building needs and coordinating delivery of technical assistance.
4. Assist LISC leadership with evaluating LISC programs and initiatives to determine community impact of investment activities and progress on meeting objectives of the City/LISC partnership.
5. Implement a communications strategy that includes PR, direct marketing, and social media that broadens awareness and deepens relationships within the community.
6. Coordinate stories about Kalamazoo LISC projects with local media entities and foster connections with national LISC communications team.
7. Create a system for regularly updating partners about the impact of Kalamazoo LISC and develop creative communications for reporting on these activities through social media channels.

Key Qualifications and Competencies:

- Minimum Bachelor's degree from an accredited college or university required; preferably in a related non-profit development or other related field.
- Three to five years of relevant experience in community development, housing, or economic development program management preferred.
- Experience writing, creating and coordinating media content for press releases, web-based applications and marketing materials.
- Proven ability to work with diverse partners ranging from community residents to non-profit partners and municipal leaders
- High level of computer literacy required including ability to use complex database, finance, and basic office computer systems.
- Excellent written and verbal communication skills.
- Strong organizational skills and ability to work both in a team environment and independently.

Compensation: LISC offers a competitive salary and excellent fringe benefits.

To Apply: Submit a resume and cover letter via email to Charlotte J. Smith, Deputy Director, csmith@lisc.org. Be sure to include your cover letter as the body of the email and attach your resume.

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