



**LOCAL INITIATIVES SUPPORT CORPORATION
POSITION DESCRIPTION**

POSITION TITLE: Program Assistant
LOCATION: Toledo, OH
JOB CLASSIFICATION: Non-Exempt / Full Time
REPORTS TO: Senior Program Officer – Financial Opportunity Centers

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

Job Description

The Program Assistant hired is responsible for supporting the **Financial Opportunity Centers (FOCs)** Program. The Program Assistant will also assist with other programmatic efforts, as needed, related to LISC's comprehensive community development approach.

Under supervision of the Financial Opportunities Director Toledo, the Program Assistant will:

- Support the Toledo Financial Opportunity Center Network, including developing and maintaining detailed knowledge of the various organizations and stakeholders involved in the FOC programs, programmatic enhancements and program budgets.
- Write, disburse, manage and monitor grants to FOC partner agencies, provide technical assistance related to the utilization of program tracking software, and the identification of best practices related to the operations of FOCs.
- Provide technical assistance and problem solving support to community partners implementing FOCs.
- Develop and coordinate a training schedule to support the Toledo FOC network and additional Family Income and Wealth Building partner needs.
- Assist the FIWB Director in fund development efforts related to the program including writing proposals, completion of reports, and grants management.
- Assist in the ongoing development and maintenance of the Financial Opportunity Center strategy that is consistent with LISC and United Way Worldwide.
- Assist in the oversight of the FOC partner reporting requirements.
- Provide support to the Toledo Year 16 Initiative.
- Coordinate program efforts with LISC's National Family Income and Wealth Building staff and United Way of Greater Toledo.

Minimum Qualifications

- Bachelor's Degree from an accredited college or university.
- Experience in urban planning, real estate, public administration, community organizing, business or social work preferred.
- Minimum 3 years professional work experience in data management.
- Familiarity with the following initiatives: financial stability, anti-poverty, workforce development programs, housing and economic development.
- Experience in working with nonprofit organizations and community partners.
- Proficient with Microsoft Office Suite, database management software and internet research. Salesforce experience preferred.
- Excellent oral and written communication skills.
- Self-directed, independent worker who takes initiative and is able to oversee the processes that support the duties of this position.
- Ability to work well in a team setting with a high degree of initiative and resourcefulness.
- Highly motivated individual with a demonstrable commitment to the field of community development.
- Ability to travel out of town for conferences, and locally to participate in community meetings.
- Creative ability to develop programs and/or projects, and to leverage resources.
- Experience in effective facilitation of group trainings and/or stakeholder meetings

To Apply:

Please submit cover letter and resume to **Valerie Moffitt – vmoffitt@lisc.org**

Include: FOC Program Assistant in the subject line

LISC offers a competitive salary and benefits.

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