



LOCAL INITIATIVES SUPPORT CORPORATION
Position Description

POSITION TITLE: Program Assistant
REPORTS TO: Executive Vice President for Programs
LOCATION: New York, NY
CLASSIFICATION: Full Time/Non-Exempt

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.lisc.org.

Local Initiatives Support Corporation (LISC) seeks a candidate for Program Assistant. This position reports to the Executive Vice President for Programs and will be located in the New York City LISC office.



Responsibilities:

LISC seeks a Program Assistant who will provide assistance to the Executive Vice President with the following functions:

- Manage Executive Vice President's administrative needs and assist with the management of operations.
- Coordinate extremely active appointment calendar, including conferences and meetings.
- Answer all correspondence and telephone calls for the Executive Vice President, and conduct follow-up activities.
- Manage extremely active travel schedule (booking flights, hotels, cars, etc.)
- File and organize materials and notes for meetings, conferences, etc.
- Provide support to track progress on programmatic and funding milestones. Conduct research, and gather and analyze data that supports programmatic outcomes.
- Attend meetings, develop agendas and maintain minutes for various projects and internal and external meetings.
- Prepare and track expenditure records and invoices.
- Help staff meet internal and external deadlines and support follow-up activities.
- Assist in the preparation of memos and presentations as needed.
- Conduct research as directed on community development issues.
- Perform other special projects as required by the team.

Qualifications

- Bachelor's degree from an accredited college or university required.
- 5 years of work experience in community development or related field preferred.
- Excellent computer skills including competency in full Microsoft Office suite.
- Strong organizational skills; efficient and detail-oriented; experienced and strong skills in oral communication.
- Excellent writing and editing skills.
- Knowledge of community development.
- Ability to collaborate with multiple teams and representatives from nonprofit, corporate, philanthropic and public sectors.
- Capacity to simultaneously work on multiple tasks and set priorities for a challenging workload.
- Demonstrated commitment to working in the nonprofit sector.

Please send cover letter and resume via e-mail to:

Denise Scott

Local Initiatives Support Corporation

501 Seventh Avenue, 7th Floor

New York, NY 10018

fsresumes@lisc.org

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