



**Position Opening**  
**Local Initiatives Support Corporation**

<b>POSITION TITLE:</b>	<b>Program Officer</b>
<b>REPORTS TO:</b>	<b>Senior Program Officer</b>
<b>JOB CLASSIFICATION:</b>	<b>Exempt / Full Time</b>
<b>LOCATION:</b>	<b>Newark, NJ</b>

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**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: [www.lisc.org/greater-newark](http://www.lisc.org/greater-newark)

**Position:**

Greater Newark LISC is seeking a Program Officer to help support the work of our Thriving Neighborhood Initiative (TNI), a multi-year comprehensive community capacity initiative that aims; 1) empower local residents with information data, training and experience that will enable them to more effectively advocate on behalf of themselves and their communities; and 2) support the implementation of locally-driven community improvement projects that will enhance the neighborhood in a meaningful way; and 3) build the capacity of local community based

organizations on help implement a multi-year, resident-driven initiative. GNL is partnering with the Victoria Foundation a private foundation based in Newark, New Jersey, that concentrates its grant making in the city of Newark on this Initiative. The Initiative is currently being piloted in two neighborhoods in the City of Newark; Fairmount and Upper Clinton Hill.

### **Key Responsibilities:**

The Program Officer (PO) will work collaboratively with Greater Newark LISC's TNI team to advance the goals of the initiative in accordance with the established work plan. Responsibilities of the PO will include but not limited to the following:

#### *Build Relationships*

- Gain keen knowledge of various aspects of target neighborhoods, including strengths, assets, challenges, individuals, local groups/associations, informal and/or geographic community boundaries, etc.
- Attend resident association meetings, as well as meetings at churches, schools, merchants meetings and other local community meetings.

#### *Cultivate & Empower Neighborhood Leaders*

- Facilitate new and/or expanded participation in existing resident association by assisting resident leaders in organizing underrepresented blocks, churches, youth, parent organizations, etc.
- Lead block-by-block organizing efforts, attend church, school and other local community meetings - to identify potential residents interested in taking on community leadership roles.
- Identify the skills, talents, gifts and passions of individuals and/or groups of residents that can be used to improve the neighborhood and encourage residents to use those assets to benefit their community.
- Facilitate connections by helping residents and stakeholders identify common goals and by bringing together residents with similar interests and concerns.
- Connecting people with needs to institutions with the ability to meet those needs.
- Work with CDC leadership, and technical assistance provider to develop plans to strengthen CDC capacity to support resident organizing in support of neighborhood revitalization.

#### *Develop and Implement Work plan Benchmarks*

- Effectively implement the benchmarks included in the work plan, with prompt and detailed communication to project team on any challenges to achieving benchmarks

#### *Implement Best Practices, Strategies and Skills to advance the work*

- Work with GNL's TNI team to identify opportunities to apply strategies and best practices from the various program training opportunities to issues, situations and needs in the community

#### *Develop effective messaging strategies to highlight the impact of the work*

Perform other relevant duties as assigned.

**Qualifications:**

- Bachelor's degree from an accredited college or university is required. Master's degree in related field preferred but not required.
- Minimum 2 years relevant experience in community development, community organizing, program management or a related field.
- Exceptional interpersonal and project management skills and deep understanding of the community development field
- Demonstrated ability to manage multiple, complex matters and programs at various stages and coordinate with multiple internal and external parties to meet deadlines.
- Excellent writing and oral presentation skills.
- Proficiency in Microsoft Office suite, including Word, Powerpoint and Microsoft Excel.
- Experience with social media, a plus.
- Occasional weekend and evening work required.

**Compensation:**

LISC offers a competitive salary and excellent fringe benefits.

**Apply**

Please submit a cover letter and resume: [cjohnson@lisc.org](mailto:cjohnson@lisc.org)

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