



**LOCAL INITIATIVES SUPPORT CORPORATION**  
**Position Description**

POSITION TITLE: Assistant Program Officer – Rural Programs  
REPORTS TO: LISC Vice President for Rural LISC  
JOB CLASSIFICATION: Non-Exempt / Full Time  
LOCATION: Fowler, Colorado (May consider remote working situation)

---

**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 reach spans the country from East coast to West coast in 31 markets with offices extending 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](http://www.lisc.org)

**Job Overview:**

The Rural program of the Local Initiatives Support Corporation (LISC) seeks a professional to fill the position of Rural Assistant Program Officer. The position reports to the Vice President responsible for oversight of Rural LISC, located in Fowler, Colorado.

Rural LISC works with CDCs and community-based organizations in 44 states and over 2,000 rural counties across America to develop affordable multi-family rental housing and homeownership opportunities; create and sustain jobs; build family wealth and insure adequate health and educational resources and opportunities are available in rural America. [www.lisc.org/rural](http://www.lisc.org/rural)

Hurricanes Harvey, Irma and Maria have caused widespread damage in the rural regions of southeast Texas, southern and western Florida and all of Puerto Rico, and will have long-term impacts. Many of those affected are in communities where Rural LISC partners already have a strong presence and infrastructure. As Rural LISC provides technical assistance and financial support to community partners in these three regions of impact, coordination of the multiple aspects of our work in each region is critical.

The Rural LISC team, led by our VP and Disaster and Resiliency Coordinator will be responsible for assembling resources, designing programmatic approaches, advocating for impacted rural areas and interfacing with a diverse group of local, state and federal government representatives, banking and philanthropic organizations, local community based partners and internal LISC peers and colleagues.

The Rural Assistant Program Officer will provide support to the Vice President and other Rural LISC staff, as directed, in a wide variety of programmatic areas. The Vice President is responsible for oversight of all programmatic, financial, fund development, communications, Advisory Committee, external and internal relationship building and maintenance.

**Responsibilities:**

- Assisting the Vice President in ensuring that the scope and direction of all related projects are on schedule.
- Developing tools and utilizing technology that provides for the efficient development of schedules, resource planning, follow-up documentation, monitoring and progress reporting and quality assurance.
- Attend meetings and participate in calls, develop agendas and maintain notes and/or minutes for various projects and internal and external meetings.
- Enhancing internal and external business partnering and relationship development by ensuring timely follow-up and ongoing communications
- Assist Vice President with program development research, gather and analyze data to support programmatic strategies and outcomes and draft associated documents
- Assist in the preparation of memos, presentations and speeches as needed by Vice President.
- Coordinate with Administrative Assistant in management of Vice President's needs, including scheduling, drafting correspondence, travel and meeting details and data input.
- Perform all other duties as assigned.
- This position will require some travel.

**Qualifications:**

- Undergraduate degree from an accredited college or university or project management training and or certification preferred.
- Minimum of three years of experience working in a professional field, nonprofit preferred.

- Strong organizational skills, efficient and detail-oriented; strong skills in oral communication.
- Ability to collaborate with diverse colleagues, multiple teams and local partners across a wide geography.
- Excellent writing and editing skills.
- Excellent computer skills including competency in full Microsoft Office Suite; Microsoft Project, Power Point expertise required.
- Knowledge of rural community and economic development and affordable housing a plus.
- Self-directed, independent worker who takes initiative and is interested in helping to create systems and processes to support this position.
- Capacity to simultaneously work, in an organized and independent way, 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:

Suzanne Anarde  
Vice President LISC - Rural  
RuralLISC@lisc.org  
Subject Line: Rural Assistant Program Officer

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