



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

POSITION TITLE: Assistant Program Officer  
REPORTS TO: Senior Program Officer  
JOB CLASSIFICATION: Non-Exempt / Full Time  
LOCATION: Houston, TX

**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](http://www.lisc.org).

## **Greater Houston LISC**

In partnership with residents and multi-sector stakeholders, Houston LISC attracts and coordinates local and national resources to strengthen neighborhoods in the Greater Houston area. Houston LISC is comprised of a small, committed staff and a local advisory board dedicated to carrying out this mission. More information can be found at [www.lisc.org/Houston](http://www.lisc.org/Houston).

The Assistant Program Officer will work under guidance of the Senior Program Officer, to support the network of Financial Opportunity Centers in Houston. LISC supports a national network of 90+ Financial Opportunity Centers in more than 30 cities across the country. Financial Opportunity Centers (FOCs) focus on the financial bottom line for low-to-moderate income individuals. This means changing people's financial behavior in a way that encourages them to make a long-term commitment to increasing income, decreasing expenses and acquiring assets. The ideal candidate has a knowledge of community development, financial stability, data system management and skills in building key relationships. Candidates should also have experience working with diverse populations.

### **Key Responsibilities**

Under the supervision of the Senior Program Officer, the Assistant Program Officer will:

- Assist the FOC team in overseeing federal programmatic and financial grant compliance, including reviewing financial reports and facilitating annual site visits.
- Assist in grant management, including creating grant agreements and consultant contracts, monitoring progress, and processing payments.
- Assist in grant writing and reporting.
- Oversee data quality and analysis for the FOC outcomes data management system on Salesforce, including providing technical assistance and training to front line staff.
- Coordinate and facilitate monthly peer group meetings.
- Collaborate with the FOC team to represent LISC at city-wide coalitions through professional associations locally, statewide and nationally.
- Monitor and update internal reports and data lists.
- Provide logistical and programmatic support to special events such as meetings, convening's, conferences, training workshops and tours.
- Coordinate internal and external calendars to set up meetings and events.
- Assist with other special projects and duties as assigned.

### **Qualifications**

- Bachelor degree from an accredited college or university required. Master's preferred.
- Two years of program management experience including the use of data systems for case management purposes writing.

- Strong facilitation, communication and writing skills.
- Experience working on issues of workforce development or financial stability preferred. Experience working with FOCs or similar program a plus.
- Experience working with federal grant compliance.
- Ability to work collaboratively with co-workers and representatives from the nonprofit, corporate, philanthropic, and public sectors.
- Commitment to accuracy and attention to detail.
- Capacity to work simultaneously on multiple tasks and projects, set priorities for a challenging workload, and be a positive, solution-oriented professional.
- Proficiency with Microsoft Office Suite of programs, especially Excel and PowerPoint. Candidate must also have the capacity to learn and navigate new software required for all LISC employees and for specific program initiatives.
- Must have a good sense of humor, ability to work in a dynamic environment, enthusiasm and an outcomes focus.
- Some travel required.

**To Apply:**

Please submit cover letter and resume to VanNhi Nguyen, [vnguyen@lisc.org](mailto:vnguyen@lisc.org) . Indicate “FOC Assistant Program Officer” in the subject line. No calls please.

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