



**LOCAL INITIATIVES SUPPORT CORPORATION
POSITION DESCRIPTION**

POSITION TITLE: Program Assistant
REPORTS TO: Senior Program Director
JOB CLASSIFICATION: Non-Exempt / Full Time
LOCATION: New York, NY

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

Local Initiatives Support Corporation (LISC) is seeking a qualified candidate for the position of Program Assistant to support its National Sports & Recreation Program. LISC Sports & Recreation manages relationships with the NFL Foundation, ESPN, and Under Armour which provide non-profits, neighborhood-based organizations, middle schools, and high schools with

financing and technical assistance to improve the quality, safety, and accessibility of recreation spaces.

This position reports directly to the LISC Senior Program Director for Sports & Recreation. LISC offers competitive salary and fringe benefits package.

Duties:

- Assist senior program director with core program management, including but not limited to conducting research & gathering and analyzing data that supports programmatic outcomes.
- Assist staff in meeting internal and external deadlines and track project performance.
- Manage and analyze data for grant programs & compose reports, data summaries, and visualizations.
- Provide support to develop and maintain partnerships with key program stakeholders.
- Develop and maintain strong working relationships with local and national staff.
- Research and develop leads to assist with fundraising activities specifically targeted toward youth development, sports and recreation.
- Assist with special events and training logistics as needed.
- Occasional overnight travel may be required.
- Perform additional duties, as assigned.

Qualifications:

- Bachelors' degree from an accredited college or university with major course study in urban affairs, recreational studies and/or youth development.
- Ability to manage multiple and varied projects with strong attention to detail – must be highly organized.
- Interest in community development, neighborhood revitalization, and community recreation space development.
- Required proficiency in the use of Microsoft Excel, PowerPoint, and Word.
- Experience with Tableau, ArcGIS, or other similar software preferred.
- Excellent writing and communication skills.
- Ability to work independently and as part of a team.

Send Resume to:

Interested candidates should submit a resume and cover letter to: Beverly Smith, National Senior Program Director at
bsmith@lisc.org.

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