



LOCAL INITIATIVES SUPPORT CORPORATION

Position Description – Program Assistant

Position Location – Minneapolis – St. Paul, MN

Job Classification – Non-Exempt / Full Time

Reports to – Executive Director

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

Position Description

Local Initiatives Support Corporation (LISC) seeks a self-motivated individual to fill a Program Assistant position in its Twin Cities office, located in St. Paul, MN. The Program Assistant will work closely with the Executive Director and other staff to ensure grant and financial management is timely and accurate and programs are administered smoothly and effectively. The successful candidate must be proactive, well organized, possess outstanding administrative and computer software skills, able to handle multiple tasks, able to complete work within given deadlines, have excellent oral and written communication skills, and be able to relate well with others. Responsibilities include general administration, grant administration, compliance and disbursements, and financial management.

Essential Duties

- Monitor monthly financial reports to assure accurate accounting of funding commitments, cash receipts, program grants and loans, and expenses against budgets.
- Assist with planning and preparation of annual budget and cash flow planning and projections.
- Assist with the development and management of annual program/strategy budgets.
- Assist program staff with preparation, processing and management of contract and grant documents and amendments.
- Develop accurate, accessible and up to date information on grantee accomplishments and projects and program data for reporting performance measurement.
- Develop and maintain strong working relationships with Program staff and national LISC backroom operations staff.
- Provide back-up administrative duties as requested or necessary.
- Perform other duties as assigned.

Qualifications:

- Bachelor's degree from an accredited college or university in Finance, Business Administration, Accounting, Nonprofit Management or related field.
- 3-5 years of experience in office or program financial management, coordination and/or administration. Experience with financial management preferred.
- Excellent writing and communication skills.
- Ability to analyze conceptual and quantitative information, quick learner, and creative problem solver.
- Excellent range of computer skills and knowledge of computer software applications (must know word processing, spreadsheet, database, presentation, and internet/social media). Experience with Microsoft Office Suite and Salesforce preferred.
- Ability to manage multiple and varied projects with strong attention to detail – must be highly organized and work accurately.
- Ability to work independently and as a part of a team.
- Knowledge of community development and the neighborhoods of the Twin Cities preferred.
- Highly reliable person with a good sense of humor, a positive attitude and ability to work in a fast-paced environment.

LISC offers a competitive salary and excellent benefits.

Qualified candidates should email a resume and cover letter to TwinCitiesjobs@lisc.org. Please include “Program Assistant Candidate” in the subject line of your email.

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

