



**LOCAL INITIATIVES SUPPORT CORPORATION  
POSITION DESCRIPTION**

**POSTION TITLE:** Program Assistant  
**REPORTS TO:** Executive Director  
**JOB CLASSIFICATION:** Non-Exempt / Full Time  
**LOCATION:** Bay Area (Oakland, CA)

**THE ORGANIZATION:**

Local Initiatives Support Corporation (“LISC”) is a national non-profit business that works with residents and partners to forge resilient and inclusive communities of opportunity across America - great places to live, work, visit, do business and raise families.

We:

- Help deliver innovative solutions to challenges and opportunities for people and communities across America;
- Invest in under-resourced places and people;
- Ensure successful implementation of community initiatives;
- Connect stakeholders and resources to the country’s most challenged neighborhoods; and
- Build resilient people and places through our public policy leadership.

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)

**Position Description:**

Bay Area LISC seeks a Program Assistant that will provide administrative and compliance functions related to our comprehensive community revitalization program, including Economic Development, Financial Opportunity Centers (FOC), and the AmeriCorps Program. Responsibilities include general administration, grant administration, compliance and disbursements, fund development, and communications. This position reports directly to the Executive Director.

## **RESPONSIBILITIES**

- Provide general office administrative management functions, such as, processing invoices, general office supply orders, and expense reports; as well as managing Office Master Calendar - which may include, staff schedules, upcoming staff meetings; general Human Resource functions, such as initiating and processing paperwork for volunteers and interns.
- Provide Grants Management assistance, including but not limited to processing pass through grant awards, consultant agreements, grant and consultant disbursement requests, oversight and follow-up with grantees to submit narrative/outcome reports to LISC, coordinating with National LISC grants and contracts management department as needed, and assisting in tracking and monitoring on draw down of funds from various funding sources.
- Provide coordination and assistance in responding to grant requests, funder reporting requirements, including providing coordination and usage through LISC's online tracking platform Salesforce.
- Provide programmatic assistance as designated by Executive Director, such as assisting staff to meet internal and external deadlines and track project/program performance.
- Provide logistic and program support for special events including but not limited to quarterly Local Advisory Committee meetings, community and other organized events as needed.
- Provide website development and maintenance, e-mail blasts, social media maintenance.
- Perform other special projects and duties as assigned by Executive Director.

## **QUALIFICATIONS:**

- Bachelor's degree from an accredited college or university in urban studies, business administration, social welfare, or similar field, required.
- 3-5 years of work experience in administrative management and community development preferred. Experience should include a successful track record in administration and contracts coordination.
- Grant writing and communications experience a plus.
- Knowledge and experience working with Salesforce.
- Proficiency with Microsoft Office Suite and social media/networking.
- Some knowledge economic, political and social environments of Bay Area cities and counties in particular San Francisco, Richmond, Oakland, and San Jose.
- Ability to be flexible, multi-task, and work in fast-paced environment.

We invite people to apply who have experience working with diverse populations in multiple regions of the country and who possess general expertise in community development, and/or specific expertise in economic development, workforce development and program management.

## **COMPENSATION:**

LISC offers a competitive salary and excellent benefits.

**Please send cover letter and resume via e-mail to:**

Cynthia Wong

[cwong@lisc.org](mailto:cwong@lisc.org)

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