



**LOCAL INITIATIVES SUPPORT CORPORATION  
JOB DESCRIPTION**

**POSITION TITLE:** ASSISTANT PROGRAM OFFICER  
**REPORTS TO:** PROGRAM OFFICER  
**JOB CLASSIFICATION:** EXEMPT / FULL TIME  
**LOCATION:** RICHMOND, CA (BAY AREA)

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**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)

**POSITION DESCRIPTION**

Bay Area LISC seeks a full-time Assistant Program Officer that will support functions related to our Healthy Richmond (HR) Initiative including project coordination/community engagement activities, evaluation and technical assistance, communications and other duties as assigned. HR Initiative is dedicated to addressing physical, social, and economic factors and systems by working with multiple sectors and stakeholders, from

individuals to large public systems. The initiative is part of a 10-year California Endowment (TCE) statewide effort known as “Building Healthy Communities” (BHC), and is a community-driven effort to improve social systems that affect health and healthy behaviors. This position will report to the Bay Area LISC Program Officer and is based in our Richmond office.

## **RESPONSIBILITIES**

### **Project Coordination/Community Engagement**

- Attend relevant HR BHC meetings including monthly Steering Committee meetings, HUB staff meetings, designated Action Team meetings, and related TCE/BHC meetings, as needed.
- Work closely with HR Program Officer to provide support to the HR/BHC Initiative, and act as the staff liaison between the Action Teams and HR Hub.
- Assist Program Officer in the creation of Action Teams that motivate specific outcomes, establish accountability, and incorporate TCE’s (funder) theory of change elements, resulting in actions owned by the community, and opportunities for new community leadership.
- Manage, facilitate and support HR Action Teams to achieve the change strategies identified in the HR Logic Model and Narrative.
- Facilitate on-going dialogue, collaboration, resident and youth involvement in diverse groups of stakeholders to achieve outcomes.
- Leverage community partnerships and opportunities within the Action Teams to advance their work and the HR outcomes, as appropriate.
- Interface with The California Endowment (TCE) and the RYSE Center’s Richmond Youth Organizing Hub, and other partners.
- Leverage community partnerships and opportunities within the Action Teams to advance their work and the HR outcomes, as appropriate.

### **Evaluation and Technical Assistance**

- Work closely with the Bay Area LISC Program Officer and Evaluation Learning Specialist (Consultant) to promote BHC Healthy Richmond progress to internal and external audiences, and develop HR tools to track local impact, and support TCE evaluation efforts to document the work across all BHC sites.
- Collect data that measures the scope and effectiveness of messages, relating them to goals identified in the HR BHC plan and TCE outcomes.
- Interface between the Action Teams and sub-contracted data and evaluation team, TCE’s evaluation staff and others to support the evaluation and learning process that will build deeper organizational capacity to use data information to advance their work.
- Identify trainings, education and skill development opportunities, and provide additional technical assistance and coordination support for partner organizations implementing projects; i.e. Resident Leadership, Action Team work groups, etc...

### **Communications**

- Serve as the lead media contact for the HR Hub.
- Develop a media network with the diverse media outlets to promote HR BHC campaigns and activities including PR, press releases, and press conferences.
- Promote the branding, messaging and video storytelling for the HR Hub and participate in the cross-BHC site coordination.
- Implement and update as needed a communication plan for the Healthy Richmond (HR) Hub.
- Provide overall management of website development and maintenance, e-mail blasts, social media maintenance.
- Assist in planning media action plans for Action Teams in HR, including identifying topics and generate messages that inform the community of local efforts to achieve BHC goals.

## Qualifications

- Bachelor's degree from an accredited college or university require, preferably in Communications, Public Policy, Public Health, Community Development, or a related field. Master's degree preferred.
- Three years of increasing responsibility working in non-profit, government, or public sectors; experience in working across sectors and low income communities is highly desirable.
- Minimum of 2 years of relevant experience in an agency providing public relations and media services in a community setting.
- Knowledge of community development, community organizing, and public health prevention focused initiatives.
- Process facilitation capacity, including the ability to set meeting agendas and goals, manage complex relationships and resolve conflict.
- Project management skills including ability to guide vision and strategy, advance policy and support aligned activities.
- Able to work effectively with people from diverse backgrounds and communities.
- Self-motivated, reliable and strong interest in committing to the HR BHC Initiative's work.
- Ability to plan workload and maximize resources while working on multiple projects.
- Have access to reliable transportation and willing to use it for job related tasks.
- Must be able to work evenings and weekends as needed. Some travel outside the Richmond area will also be required.

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:**

Roxanne Carrillo-Garza

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

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