



## LOCAL INITIATIVES SUPPORT CORPORATION

Position Description – Assistant Program Officer

Position Location – Kansas City, MO

Job Classification – Non-Exempt / Full Time

Reports to – FOC Program Officer

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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 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. 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 33 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 <http://www.lisc.org/> and <http://www.lisc.org/kansas-city/>

#### **Position Description**

Local Initiatives Support Corporation (LISC) seeks a self-motivated individual to fill an Assistant Program Officer position in its Kansas City office. The Assistant Program Officer will work under the Program Officer to support the network of Financial Opportunity Centers

(FOC's) in Greater Kansas City that help low-income individuals and families stabilize their long-term financial outlook. The selected candidate will also have primary responsibility for overseeing Greater Kansas City LISC's AmeriCorps program which seeks to build the capacity of community based organizations to increase their impact.

The Assistant Program Officer will also work closely with the Executive Director and LISC staff to support program work, ensuring that grant management and compliance across program areas is timely and accurate and that programs are administered smoothly and effectively.

Responsibilities include grant administration, compliance, disbursements and general administration. 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.

### **Essential Duties**

- Coordinate with LISC's National team to support grants management through tracking progress, processing grant disbursements, and overseeing grant compliance.
- Oversee data quality and analysis for the FOC outcomes data management system.
- Coordinate and facilitate monthly FOC peer group meetings, trainings and other meeting logistics and events.
- Provide technical assistance to grantees and community partners as needed.
- Assist program staff across all program areas 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.
- Manage a competitive selection process among LISC Americorps host organizations, oversee the recruitment and enrollment of members, and arrange training for active members.
- Perform all other special projects and duties as assigned.

### **Qualifications**

The successful candidate must have three or more years or more of demonstrated success in the following areas:

- Bachelor's degree from an accredited college or university in Finance, Business Administration, Accounting, Nonprofit Management or related field.
- Three to five years of program management experience including the use of data systems for program and case management purposes, meeting facilitation and proposal and report writing. Experience with federal grants 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.
- Capacity to work simultaneously on multiple tasks and projects, set priorities for a challenging workload, and be a positive, solution-oriented professional.
- Ability to work independently and as a part of a team.
- Commitment to the community development sector and the critical role of nonprofit organizations in driving social change and preserving the unique cultural heritage of neighborhoods.
- Knowledge of community development and the neighborhoods of Greater Kansas City preferred.
- Experience working with diverse populations.
- 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 applicants should email a detailed cover letter and resume to Trese Booze, Program Officer, at [tbooze@lisc.org](mailto:tbooze@lisc.org). Please include “Assistant Program Officer” in the subject line of your email.

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