



LOCAL INITIATIVES SUPPORT CORPORATION

Position Description – Program Assistant
Position Location – New York, NY
Job Classification – Non-Exempt / Full Time
Reports to – Program 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 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

LISC Safety

For more than 20 years, LISC has promoted collaboration among police, community developers and other stakeholders to reduce crime, revitalize the economic and social fabric of distressed neighborhoods and build community-police trust. We provide financial resources and customized training and technical assistance to local safety teams across the country. We also support federal crime reduction initiatives. Since 2012, LISC has served as the national training and technical assistance provider for the Innovations in Community Based Crime Reduction Program (CBCR), an initiative of the Department of Justice Bureau of Justice Assistance that seeks to

improve safety and spur revitalization in persistently high crime communities in 74 U.S. cities. For more information, visit our websites at www.lisc.org/cbcr.

Responsibilities

The Program Assistant will support LISC's work on CBCR. Responsibilities will include:

- Assist with TA program performance monitoring and reporting, including disseminating surveys, synthesizing feedback and contributing to narrative/quantitative grant reporting
- Assist with developing consultant contracts and managing invoicing process
- Administer pass-through grants to support local safety projects and partnerships, including working with prospective grantees to prepare application documents and collaborating with other LISC staff to facilitate smooth processing of grants and disbursements
- Monitor and improve the team's information management systems
- Assist in production of grantee meetings and other events including marketing, coordination of catering and venues, materials preparation and supplemental communications
- Contribute to development of the CBCR website, including writing, curating and posting content
- Performs additional duties, as assigned

Qualifications

- Bachelor's degree from an accredited college or university preferred.
- Experience (work/or education) in urban studies, public administration, planning, or criminal justice preferred.
- Minimum two (2) year's relevant work experience in grant administration and information management.
- Experience working with prospective grantees and preparing applications for processing.
- Experience with Salesforce preferred.
- Experience with website development/maintenance a plus.
- Proficiency with Microsoft Office suite required.
- Highly motivated, results-oriented individual who is able to successfully balance multiple priorities as part of a team. Collaborative and creative work style.
- Excellent written and oral communication skills required.
- A commitment to building partnerships between law enforcement and communities to improve neighborhood safety, cohesion and quality of life.
- Interest in program management and operations development.

Salary

LISC offers a competitive salary and excellent benefits

To Apply

Submit cover letter and resume to safety@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**