



LOCAL INITIATIVES SUPPORT CORPORATION

POSITION TITLE: Neighborhood Assistant Program Officer
REPORTS TO: Director, Neighborhood Network
JOB CLASSIFICATION: Exempt / Full Time
LOCATION: Chicago, IL

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

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.

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

Drive local, regional, and national policy and system changes that foster broadly shared prosperity and well-being.

Over the last 39 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. Headquartered in New York City, LISC's reach spans the country from East coast to West coast in 32 markets with offices extending from Buffalo to San Francisco. Visit us at www.lisc.org.

The Chicago office of the Local Initiatives Support Corporation (LISC) seeks a Neighborhood Assistant Program Officer to support our community development and capacity building work, with a focus on helping to expand it to support the small business ecosystem in the communities we serve. This position reports to the Director of LISC Chicago's Neighborhood Network.

LISC Chicago has an established reputation in the city for developing and delivering a community development methodology that meaningfully engages residents and stakeholders in

setting a vision for their neighborhood and implementing that vision through aligned programs, lending and investments. Through the Southwest Corridor Collaborative (piloting along 63rd Street and 79th Street), our objective is to establish the same reputation for LISC in the area of neighborhood economic development. Part of this expansion involves strategically supporting local small businesses, and building stronger relationships and collaboration with the organizations that make them strong.

Responsibilities

- Build and maintain mutually trusting relationships with convening (“lead”) agencies and other key organizations in 2-5 focus neighborhoods to support implementation of community-led Quality-of-Life Plans, while facilitating a close working relationship among all.
- Similarly maintain trusting relationships with relevant municipal officials, consultants, contractors, community leaders, residents and other stakeholders in 2-5 focus neighborhoods to implement projects, programs and policy that best supports community goals. Assist lead agency in identifying and recruiting necessary government, funder and other citywide stakeholders to participate.
- Assist the LISC neighborhoods team and program/evaluation staff to track and improve an ongoing assessment of community capacity for focus neighborhoods, and develop/execute tailored LISC workplans for capacity building and implementation based on these assessments for 2-5 focus neighborhoods.
- Work with communications staff to strategically communicate success of planning and implementation efforts both within and beyond communities to further community goals.
- Identify organizational capacity needs of community partners, such as strategic planning, board development, financial management, fiscal management, human resources, program and operational development, and facilitate TA via other LISC staff or referrals.
- Assist neighborhoods team in hands-on support and facilitation assistance to community based organizations to conduct an inclusive community driven engagement processes resulting in a prioritized neighborhood action plan, implementation projects, clear implementation steps/responsibilities and measureable outcomes.
- Assist other LISC staff in facilitating and convening meetings, trainings, workshops, information sessions, orientations to build partners’ capacity and access to resources.
- Develop and maintain relationships with local small business support organizations (e.g. chambers, SSAs) in the neighborhoods LISC serves to strengthen and expand the local ecosystem of small business support.
- Assist in promoting LISC’s small business resources and help train/assist other LISC staff in effective marketing and strategic outreach.
- Work with LISC neighborhood team and community partners to identify strategic small businesses for technical assistance and coaching in the neighborhoods LISC serves, based on joint LISC/community goals.
- Refer small businesses to LISC lending team as appropriate.
- Perform additional duties as assigned.

Qualifications

- Undergraduate or graduate degree from an accredited college or university in business, economics, finance, or equivalent experience.
- Minimum of two years' experience in community development and/or neighborhood-focused small business support, including knowledge of and experience working with Chicago small business TA providers (e.g. SBDCs, local government agencies, chambers).
- Ability to work both independently and in a team setting.
- Capacity to work simultaneously on multiple tasks and projects, set priorities for a challenging workload, and be a positive, solution-oriented professional.
- Familiarity with Chicago neighborhoods, particularly the South and West sides, is a plus.
- Spanish language fluency is a plus.

Compensation

LISC offers a competitive salary and excellent benefits.

Please send cover letter and resume via email; with "Neighborhood APO" in the subject line to:

Jake Ament
Director, Neighborhood Network
LISC Chicago
jament@lisc.org

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