



Local Initiatives Support Corporation

Position Title: Assistant Program Officer
Position Location: Buffalo, NY
Job Classification: Non Exempt / Full Time
Reports to: Executive 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

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 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. 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

Responsibilities

LISC is building a team capable of implementing its financial mobility, place revitalization, housing and capacity building work. The specific program responsibilities may shift as the organization grows, however, every successful candidate will be required to:

- Analyze, understand and explain complex community and economic development ecosystems
- Build and maintain mutually trusting relationships with and among partners including the full diversity of WNY residents and neighborhoods, community organizations, businesses, government officials, consultants, contractors

- Provide technical assistance to LISC local stakeholder partners including LISC national technical assistance and financial resources
- Organize, convene and facilitate meetings, trainings, workshops, information sessions, orientations. To accommodate our stakeholders, periodic evening and weekend work will be required. Interested candidates must be comfortable traveling and working within a wide range of neighborhood and professional settings.
- Administer government and private grants/consultant agreements; monitoring grant and consultant performance to ensure alignment with agreed scope of work; and provide oversight on disbursements and financial drawdowns including trouble-shooting and providing recommendations if issues arise.
- Prepare clearly written and visually appealing reports, such as private funder narrative/financial reports, compliance reports, and other required reports as assigned.
- Periodically travel outside of the WNY area for peer learning, training and national LISC activities.
- Perform additional duties as assigned.

Qualifications

- Bachelor's degree from an accredited college or university required; graduate level education is a plus.
- Minimum 3 years' experience with community development and/or real estate projects including housing, commercial corridor revitalization.
- Experience in creative place making, and/or community facilities, is a plus
- Professional or educational experience with cultural competency, human centered design, storytelling, intersectional and/or racial equity, and community development, is a plus
- Earned media communications, social media, and events production experience, is a plus
- 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, growth/solution-oriented professional.
- Passion for and commitment to the mission of LISC.
- Excellent relationship management and communications skills.
- Excellent project management, organization, and planning skills.

Compensation

LISC offers a competitive salary and excellent fringe benefits.

To Apply

Submit cover letter and resume to Julie Barrett O'Neill, Executive Director, at jbarrettoneill@lisc.org Please include "APO" in the subject line of your email.

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