



**LOCAL INITIATIVES SUPPORT CORPORATION**

**Position Description – Assistant Program Officer**

**Reports to – Program Officer**

**Job Classification – Non-Exempt/ Full Time**

**Position Location – Houston, TX**

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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 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](http://www.lisc.org)

## **Greater Houston LISC**

In partnership with residents and multi-sector stakeholders, Houston LISC attracts and coordinates local and national resources to strengthen neighborhoods in the Greater Houston area. Houston LISC is comprised of a small, committed staff and a local advisory board dedicated to carrying out this mission. More information can be found at [www.lisc.org/Houston](http://www.lisc.org/Houston).

The Assistant Program Officer will work under guidance of the Program Officer, to support the network of Financial Opportunity Centers in Houston. LISC supports a national network of 80 Financial Opportunity Centers in more than 30 cities across the country. Financial Opportunity Centers (FOCs) focus on the financial bottom line for low-to-moderate income individuals. This means changing people's financial behavior in a way that encourages them to make a long-term commitment to increasing income, decreasing expenses and acquiring assets. The ideal candidate has a knowledge of community development, financial stability, data system management and skills in building key relationships. Candidates should also have experience working with diverse populations.

## **Key Responsibilities**

Under the supervision of the Program Officer, the Assistant Program Officer will:

- Coordinate with LISC's National team to support Grant 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 peer group meetings, trainings and other meeting logistics and events.
- Collaborate with the Program Officer to represent LISC at city-wide coalitions through professional associations locally, statewide and nationally.
- Provide technical assistance to partners as needed.
- Assist with other special projects and duties as assigned.

## **Qualifications**

- Bachelor degree from an accredited college or university required.
- Three to five years of program management experience including the use of data systems for case management purposes, meeting facilitation and proposal and report writing.
- Experience working on issues of workforce development or financial stability preferred.
- Ability to work collaboratively with co-workers and representatives from the nonprofit, corporate, philanthropic, and public sectors.
- Commitment to accuracy and attention to detail.
- Capacity to work simultaneously on multiple tasks and projects, set priorities for a challenging workload, and be a positive, solution-oriented professional.
- Proficiency with Microsoft Office Suite of programs. Candidate must also have the capacity to learn and navigate new software required for all LISC employees and for specific program initiatives.
- Must have a good sense of humor, ability to work in a dynamic environment, enthusiasm and an outcomes focus.
- Excellent writing and verbal communication skills.
- Some travel required.

**To Apply:**

Please submit cover letter and resume to VanNhi Nguyen, [vnguyen@lisc.org](mailto:vnguyen@lisc.org) . Indicate “FOC Assistant Program Officer” in the subject line.

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