



**LOCAL INITIATIVES SUPPORT CORPORATION
POSITION DESCRIPTION**

POSITION TITLE: ASSISTANT PROGRAM OFFICER –Social Determinants of Health
REPORTS TO: Executive Director
JOB CLASSIFICATION: FULL-TIME / NON-EXEMPT
LOCATION: Indianapolis, IN

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.

In the 26 years that LISC active in Indianapolis, we have invested over \$260 Million to improve Indianapolis neighborhoods. Visit us at www.liscindianapolis.org

Indianapolis LISC invites applicants for the position of Assistant Program Officer--Social Determinants of Health.

Reporting

The Assistant Program Officer –Social Determinants of Health will report to the Executive Director or senior leadership as determined by the Executive Director

Responsibilities

The primary responsibility of the APO will be to support community development revitalization efforts as an integral part of the LISC Indianapolis team by assisting the LISC team with key program areas including Building Neighborhood Health and Inclusive Growth.

Building Neighborhood Health

Support efforts of LISC Indianapolis and its partners to improve the social determinants of health in targeted neighborhoods

- Support LISC’s backbone role in the [Great Places 2020](#) initiative.
- Act as neighborhood liaison to LISC target neighborhoods, working to connect the neighborhood to opportunities that help accomplish concrete goals in its neighborhood plan
- Support work to create a culture of health in LISC target neighborhoods, with an emphasis on building social capital and cohesion through targeted programs.

Fostering Inclusive Growth:

Support efforts of LISC Indianapolis and its partners to remove barriers to economic opportunity in targeted neighborhoods:

- Support LISC’s efforts to connect neighborhood residents to opportunity jobs by linking economic development with talent development.
- Foster and support productive partnerships with workforce development partners comprising Indianapolis’ workforce ecosystem including neighborhood-based partners, employers, and other city-wide entities with whom LISC partners.

Both areas of focus above include the following responsibilities:

- Track program performance through outcomes tracking
- Assist with research and development of concept papers, funding proposals, progress reports, LISC sub-grants, associated financial claims, and compliance monitoring.
- Assist with scheduling, agenda planning, and reporting on meetings including group training created/delivered by internal staff and/or external partners or consultants.
- Manage and coordinate programming leading to capacity development and leadership
- Assist in the development of curricula, training materials and teaching tools regarding best practice strategies and techniques for community development
- Understand and maintain relationships in the community development sector to facilitate the creation of linkages between community-based organizations by collecting partner information, identifying new potential partners
- Conduct research related to social determinants of health: affordable housing, safety and health outcomes, equitable economic development, policy issues and non-profit/public sector capacity building

- Collaborate with the Program Officers to represent LISC in city-wide coalitions and other meetings as required
- Provide technical assistance to community partners as needed
- Collaborate with program staff to create and execute annual work plan
- Perform all other special projects and duties as assigned

Qualifications

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

- Excellent writing skills
- Excellent project management and organizational skills
- Ability to work with others and to secure information from multiple sources
- Demonstrated ability to develop and maintain efficient systems
- Demonstrated proficiency in Excel
- Commitment to accuracy and attention to detail
- Experience with basic office administration functions
- Capacity to work simultaneously on multiple tasks and projects, set priorities for a challenging workload, and be a positive, solution-oriented professional.
- 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.

Education and Skills

- Required: Bachelor's degree from an accredited college or university in public health, urban studies, business administration, public administration, or similar field; Master's degree or pursuing Master's degree preferred.
- Excellent project management, communication and organizational skills
- Demonstrated ability to develop and maintain various program and financial tracking systems
- Demonstrated interest in how real estate and finance can impact social change
- Strong understanding of Excel databases and office administration functions
- Must have a good sense of humor, ability to work enthusiastically in a dynamic environment with an outcomes focus.

Compensation

LISC offers a competitive salary and excellent fringe benefits.

Please send cover letter and resume via email to:

Lesley Fitzsimons
lfitzsimons@lisc.org

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