



## LOCAL INITIATIVES SUPPORT CORPORATION

**Position Description - Program Assistant – Greater Peoria**

**Position Location – Peoria, IL**

**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**

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)

#### **Background**

Greater Peoria LISC, founded in 2012, supports the comprehensive development of neighborhoods in Greater Peoria and Central Illinois through the production of affordable housing and economic development investments.

Greater Peoria LISC seeks a qualified candidate for the full-time position of Program Assistant (PA). Reporting to the Executive Director, the PA will be responsible for providing a range of administrative, grant management, and communications functions to support the Greater Peoria LISC team. The successful candidate must be proactive, well organized, possess strong project management, administrative and computer skills, able to handle multiple tasks in a timely manner, have excellent oral and written communication skills, and able to work both independently and on a team. The position offers the opportunity for professional growth and learning.

### **Responsibilities**

- Assist the Executive Director with general office administrative management functions, such as, processing invoices, general office supply orders, and expense reports;
- Manage Office Master Calendar - which may include, staff schedules, upcoming staff meetings, community meetings, and events.
- Administer AmeriCorps Program, including member recruitment, interviews, orientation, meetings, reporting, work hours, events, and other relevant duties.
- Provide Grants Management support, including but not limited to processing grant awards, consultant and grantee contracts, grantee set up and documentation, disbursement requests, grantee oversight and follow-up for LISC reporting, and tracking.
- Prepare information, data, and reports to assist loan officers with underwriting loans and managing the loan portfolio.
- Write and submit grant Requests for Program Action (RPAs) and manage through approval.
- Assist with planning and preparing Greater Peoria LISC annual budget and monitor monthly financial reports and cash flow to assure accurate accounting of site finances.
- Coordinate accurate, accessible, and up to date information on program accomplishments and assist in responding to funder reporting requirements.
- Support and organize meetings for Local Advisory Board and subcommittees.
- Develop/maintain strong working partnerships with relevant National LISC support staff.
- Provide support for special events including facilitation, logistics, and all arrangements.
- Manage content for website, and all social media accounts, including: Facebook, Twitter. Manage and coordinate communications and marketing materials.
- Create, maintain, and improve internal organizational systems.
- Perform additional duties, as required.

### **Qualifications and Experience:**

Candidates for the position must have the following qualities and experience:

- Bachelor's Degree from an accredited college/university.
- Experience in urban studies, business administration, social welfare, urban planning, or similar field is preferred.
- Minimum 2 years professional work experience in administrative support including grant administration and processing.
- Strong analytic and project management skills.
- Knowledge of federal financial reports and federal audits preferred.
- Some experience in community organizing and facilitation techniques.

- Strong professional communication skills with proficiency in using multiple social media channels including, but not limited to Facebook, Twitter, interactive web sites and blogs.
- Proficiency with Microsoft Office Suite and Internet browsers is a must; advanced Excel and PowerPoint capabilities is a plus.
- Ability to compose, edit, design and produce publications including: flyers, brochures, posters.
- Ability to collaborate effectively with a wide range of public and nonprofit partners.
- Previous community development or non-profit experience, preferred.
- Excellent customer service and skills.

**Job Specifications**

- This position is based in the Greater Peoria LISC office in Peoria, IL.
- The position may involve some local or regional travel.
- LISC provides a competitive salary and excellent fringe benefits. Salary will be commensurate with qualifications.

Qualified applicants should send a detailed cover letter and resume to: [hgaggos@lisc.org](mailto:hgaggos@lisc.org)  
Please include: *"Program Assistant Peoria LISC"* in the subject line of your email.

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