



Position Title: Assistant Program Officer
Position Location: Toledo, OH
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 34 markets with offices extending from Buffalo to San Francisco. Visit us at www.lisc.org

Toledo LISC seeks an organized, self-motivated individual to become the Assistant Program Officer in its Toledo office. For more information about national LISC and Toledo LISC, visit our websites at www.toledolisc.org

KEY RESPONSIBILITIES:

The Assistant Program Officer will be responsible for utilizing community engagement strategies, resources, and tools to support the implementation of a targeted neighborhood approach. The Assistant Program Officer will be responsible for overseeing the AmeriCorps program, ensuring efficient operations by providing a range of support to the host sites and members, and supporting the capacity building of community partners. The successful candidate must be proactive, well organized, possess outstanding administrative and computer skills, able to handle multiple tasks, have excellent oral and written communication skills, and able to work well with others.

- Support the development of Community Engagement programming to include building the organizational capacity of partners and neighborhood coalitions, establishing programmatic connections to effectively implement place-based initiatives, representing the LISC Toledo program at related working committees, and implementation of the LISC Toledo strategic plan.
- Connect the AmeriCorps program to LISC Toledo's target neighborhoods, develop community partnerships and linkages, and support programmatic investments that connect health, community safety, and resident leadership.
- Market the AmeriCorps program to community partners, hold regular meetings with members and partners, including meeting logistics, coordinate project activities, and ensure program compliance.
- Process and monitor grants and investments to support the implementation of Community Engagement programming.
- Build and maintain relationships with community partners to support effective programming in health, community safety, and resident leadership.
- Assist in coordination, compliance monitoring, and development of the programmatic initiatives.
- Conduct research and create presentations, briefs, and reports to communicate the value of the Community Engagement programming, to include funding and financial reporting.
- Arrange meetings, develop agendas, and maintain minutes for internal and external meetings.
- Coordinate events, conferences, and training workshops that support the Community Engagement programming.
- Manage financial reports for the local office and grants to include, maintaining program budget records, prepare budget reports, process invoices, and produce monthly reconciliations.
- Liaise with national LISC departments to support Community Engagement programming and LISC Toledo.
- Perform administrative, special projects and other related duties as requested.

QUALIFICATIONS:

- Two (2) years of experience in community development and neighborhood building preferred. Experience should include a successful track record developing and running projects, familiar with government requirements, programs in community development, community engagement, and community programming.
- Experience in managing coalitions and consensus building.
- Excellent written and oral communication skills. The ability to be a team player. Grant writing and communications experience would be a plus.
- Comfort with data and proficiency with techniques of data analysis are necessary.
- Highly motivated, solution-oriented individual who is self-directed, and able to successfully balance multiple priorities and programs.
- Proficiency with Microsoft Office Suite. Financial management
- Working knowledge of the economic, political, and social environments of the Toledo metropolitan area, especially low-income neighborhoods, to include community engagement, safety, and health, and community development organizations and efforts strongly preferred.
- Experienced in dealing with a diverse range of individuals and organizations.

EDUCATION:

Bachelor's degree required. Master's Degree in urban studies, business administration, planning, social work, public administration or similar field preferred.

COMPENSATION:

LISC offers excellent benefits and competitive compensation.

TO APPLY:

Submit a resume and cover letter to kcutcher@lisc.org with the subject heading "APO Search". No phone calls please.

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