Position Description

Healthy Homes Assistant Program Officer

Flint, MI

Non-Exempt / Full Time

Deputy 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.

LISC Flint

LISC and the Flint Lead Free network will embark on a continued effort to drive forward the work already underway with a new collaborative effort. The Flint Healthy Homes (FHH) is an intersectional partnership that works to address health and well-being upstream by addressing the social determinants of health at a systems level, concerning housing to achieve health equity and eliminate health disparities by bridging housing, community development and health, working to reverse the cycle of intergenerational poverty, poor health, and discrimination. The Flint Healthy Homes program mission is
to create a Flint where all residents live in healthy homes and healthy neighborhoods. FHH achieves its mission by connecting leaders and practitioners across sectors, providing education and training, curating resources and examples of what works, to collectively advance equity, reduce poverty, and improve health in the Greater Flint area.

The FHH is currently seeking a full time Program Manager to support our place-based strategy and roll out various place-based projects. Working closely with the LISC Flint Program Officer, primary responsibilities will include managing grant funded projects and community working groups to ensure that the FHH Network delivers high quality programs, and effective services to advance its mission. We are seeking someone who is creative and deeply committed to advancing equity. The FHH Program manager will help bring residents into the program by working collaboratively with case management organizations and LISC partners. We also want to ensure that we share and document best practices, take advantage of peer-to-peer learning, and support opportunities, as well as other collaboration opportunities in this critical work.

Key Responsibilities:

- Provide proactive leadership and technical assistance in the development, implementation, and evaluation of capacity and partnership-building projects that advance collaboration between community, housing, development and health stakeholders.
- Support the production of client deliverables. This may include conducting assessments and data analysis; preparing tools, resources, and presentations to assist community partners, advance collaboration between the health and community development sectors; using evaluation tools to promote alignment on outcomes and metrics.
- Set up, schedule and help facilitate conversations, convenings and trainings with residents, housing developers, public health, healthcare, community development corporations and other key local stakeholders
- Coordinate program operations to ensure goals and objectives are met.
- Conduct research and data collection on geographies and markets to understand community context, key stakeholders and existing healthcare landscape. This includes desk research, and using mapping tools such as PolicyMap.
- Outline community needs from existing community health needs assessments from local organizations; including health departments and hospitals.
- Interview local and national stakeholders to gather information on existing initiatives and projects and shared priorities.
- Work across other network program areas to ensure that work builds on and is complementary to priorities, strategies, and growth plan.
- Work with LISC staff to manage program milestones and ensure that all funder deliverables and requirements are met, and that operations remain within budget.
- Assist in the organization and collection of data, its analysis and reporting to funders and other audiences, as related to Healthy Housing, and the use of funds for such efforts.
- Assist with the coordination and integration efforts with other LISC programs and policies, including Health, Safety and Environmental initiatives.
- Other duties as assigned.
Key Qualifications and Competencies:

- Bachelor’s Degree from an accredited college or university is required.
- Minimum 3 years professional experience in housing, healthcare, public health, public policy or a related field, including project management.
- Relationship management experience with partner organizations involved in community development or disaster recovery is a plus.
- Familiarity with City of Flint neighborhoods.
- Passionate about advancing equity, investing in underserved communities, and building capacity for system-level change.
- Ability to collaborate and build relationships with local partners and multiple teams to get resources to impacted areas and people quickly.
- Strong verbal and written communication skills.
- Proficient in Microsoft Office suite. Candidate must also have the capacity to learn new software required of all LISC employees and for specific program initiatives.
- Ability to work collaboratively with a wide variety of partners and staff to achieve success.
- Self-directed, independent worker who takes initiative and is interested in helping to create systems and processes to support this position.
- Capacity to simultaneously work, in an organized and independent way, on multiple tasks and set priorities for a challenging workload.
- Commitment to accuracy and attention to detail.

The position is based in Flint, Michigan. Some travel is required.

LISC offers a competitive salary and excellent benefits

Submit cover letter and resume to Charlotte Smith csmith@lisc.org and include “Healthy Homes Assistant Program Officer” in the Subject line of the email. No phone calls, please.

We thank all applicants for their interest; however only those candidates selected for interviews will be contacted.

LISC IS AN EQUAL OPPORTUNITY EMPLOYER
COMMITTED TO DIVERSITY AND INCLUSION