Position Description

Position Title: Program Assistant
Reports to: Executive Director
Job Classification: Full Time/ Non-Exempt
Position Location: Greater Cincinnati

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 $24 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 38 markets with offices extending from Buffalo to the Bay Area and in 2,400 rural counties across 49 states and Puerto Rico. Visit us at www.lisc.org.

LISC Greater Cincinnati is focused on affordable housing, economic opportunity, and building the capacity of neighborhoods. Visit us at http://www.lisc.org/greater-cincinnati/

Position Description
LISC Greater Cincinnati seeks a self-motivated individual to fill a Program Assistant position. The Program Assistant will be responsible for ensuring efficient office operations by providing a range of administrative functions to support the LISC office. In addition, the Program Assistant will provide support to the Greater Cincinnati team to ensure grant/contract management is timely and accurate and programs are administered smoothly and effectively. Responsibilities include grant administration, compliance and disbursements, and financial management. The candidate must be proactive, organized, familiar with budgeting, able to perform multiple tasks and work well with others; possess outstanding administrative and computer skills; and have excellent oral and written communication skills.

The position offers an excellent working environment and exposure to a broad range of community development activities.

Administrative responsibilities
- Process and track local office revenue and expenses monthly for accuracy; provide financial management support to include invoicing, updating payment status, proactively communicating with LISC National finance and accounting teams.
• Process all incoming checks, gifts, grants, and track status of all receivables
• Assist program staff with preparation, processing and management of contract and grant documents and amendments to include HUD Section 4
• Assist with grant compliance monitoring and tracking, to include conducting annual desk audits of grantees with program staff
• Develop accurate, accessible, and up-to-date information on grantee accomplishments and project and program data for reporting
• Coordinate with the National Communications team, prepare content for publication including newsletters and press releases and as required update our website, social media accounts & mailing list
• Administer, track, and update mailing lists
• Coordinate event logistics to include: trainings, conferences, and special events. To accommodate our stakeholders, periodic evening and weekend work may be required
• Assist with quarterly Local Advisory Committee meetings (minutes, logistics, and meeting coordination) and other committees as needed
• Provide administrative support to the LISC Cincinnati team to include meeting scheduling, office supply ordering, and other supports as needed
• Work with LISC IT to maintain/troubleshoot LISC operating systems, software, applications, computer & other office equipment
• Work with the following LISC platforms of software to accomplish tasks: Salesforce, Certify, NetSuite, ADP and Box
• Develop and maintain strong working relationships with local Program staff and national LISC backroom operations staff
• Perform other related duties as assigned

Key Qualifications
• Associate degree from an accredited college or related work experience can be substituted for degree requirements
• Minimum 3+ years’ related work experience in administration or community development preferred
• Highly organized, detail-oriented. Must be able to both set priorities for a challenging workload and work simultaneously on multiple tasks without compromising quality
• Excellent customer service, relationship management and communications skills
• Detailed and timely attention to reporting requirements and deadlines
• Range of computer skills and knowledge of computer software applications (must know word processing, spreadsheet, database, presentation, and internet/social media)
• Experience with managing government fund sources preferred
• Superior interpersonal skills and the ability to work independently with minimal supervision as well as part of a team
• Experience working effectively with diverse staff and stakeholders

Compensation
Position is in Cincinnati, Ohio. LISC offers a competitive salary and excellent fringe benefits.

To Apply
Submit cover letter and resume to gcnk@lisc.org. Please include “Program Assistant” in the subject line of your email.

LISC IS AN EQUAL OPPORTUNITY EMPLOYER
COMMITTED TO DIVERSITY, EQUITY, INCLUSION, AND JUSTICE