LOCAL INITIATIVES SUPPORT CORPORATION
Position Announcement

| POSITION TITLE: | Assistant Program Officer |
| REPORTS TO:     | Senior Program Officer, Supplier Diversity - Economic Development |
| JOB CLASSIFICATION: | Non-Exempt / Full Time |
| LOCATION:      | Remote (Continental US) |

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 $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 San Francisco and in 2,400 rural counties across 49 states and Puerto Rico. Visit us at www.lisc.org.
LISC Economic Development
LISC has developed a multidisciplinary economic development framework that expands the ability of people, places, and businesses to contribute to equitable prosperity. We create accessible opportunities for people to find jobs that increase their income and assets, grow businesses, and rebuild neighborhood economies, by focusing on strategies for the development of peoples’ skills, small businesses, and commercial districts. The National Economic Development Team supports this work through raising and deploying funding, training, public policy, and program support across 38 urban offices and its nationwide rural network.

This role offers an exciting opportunity to project manage innovative community development initiatives that are advancing equitable prosperity through BIPOC small business development in historically disinvested communities nation-wide. The Assistant Program Officer will utilize strong project management skills to coordinate cross-team program staff implementing economic development initiatives. The ideal candidate will have strong project management skills and experience (including the use of common project management technology platforms), as well as familiarity with community economic development (academic or professional) and experience working with diverse populations.

Key Responsibilities
Under the supervision of the Senior Program Officer, the Assistant Program Officer will:

- Create and operate project management systems for LISC’s supplier diversity program.
- Closely coordinate services to specific businesses that include assessment, technical assistance, deployment of development capital, connection to loan capital, and ongoing tracking of business readiness for contracting.
- Along with Project Manager, create and deploy a project management system that will coordinate the effective engagement of multiple LISC departments and corporate partners in this work.
- Provide similar project management support to other economic development programs as they arise.
- Assist in overseeing programmatic and financial grant compliance, including compiling, and reviewing status reports.
- Provide logistical and programmatic support for training workshops, meetings, convenings, conference and tours including but not limited to guest speaker coordination, presentation preparation, note taking, meeting management.
- Coordinate internal and external calendars to set up meetings and events.
- Monitor and update internal reports and data lists across programs.
- Support office-wide file and data management.
- Assist with other special projects and duties as assigned.
Qualifications

- Bachelor’s degree required; however relevant experience may be considered as a proxy.
- Minimum 2 years of professional experience with administrative, communications, and coordination responsibilities.
- Experience managing projects or programs utilizing appropriate systems, processes, and technology to do so.
- Familiarity with community economic development (academic or professional).
- Strong time management, task prioritization and planning skills.
- Ability to work collaboratively with co-workers across multiple teams and skill sets.
- Flexible and positive attitude, ability to work in a dynamic environment, enthusiasm and an outcomes focus.
- Commitment to accuracy and attention to detail.
- Capacity to work simultaneously on multiple tasks and projects, set priorities for a challenging workload, and be a positive, solution-oriented professional.
- PMP professional certification a plus
- Proficiency with Microsoft Office Suite of programs, especially Outlook, Word, Excel and PowerPoint, as well as project management software. Candidate must also have the capacity to learn and navigate new software

Compensation
LISC offers a competitive salary and excellent benefits.

The position can be remote or based in a LISC office based on applicant preference.

To Apply:
Please submit cover letter and resume to dmcgibbon@lisc.org
Indicate “Assistant Program Officer- Project Mgmt” in the subject line. No calls please.

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