



LOCAL INITIATIVES SUPPORT CORPORATION

Position Description

Position Description: Assistant Program Officer
Position Location: Detroit, MI
Job Classification: Non-Exempt/ Full Time
Reports to: Senior Program Officer

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 community 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 31 markets with offices extending 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.

Background

LISC Detroit is a local organization within the National LISC, the nation's largest Community Development Financial Institution (CDFI). LISC Detroit has more than 30 years of experience working as a catalyst for community reinvestment in Detroit. It helps resident-led, community-based development organizations transform distressed neighborhoods into healthy places to live work, worship, do business and raise families. Since 1990, Detroit LISC has invested \$245 million in Detroit's neighborhoods, and leveraged an additional \$896.1 million for neighborhood improvements.

The Assistant Program Officer will work under guidance of the Senior Program Officer, to support the Economic Opportunities portfolio of the Detroit Office. This includes the Greater Detroit Centers for Working Families (CWF) (known nationally as Financial Opportunity Centers) network as well as supporting LISC's role as the One Stop Operator for Detroit Employment Solutions Corporation (DESC).

The Greater Detroit CWF is a partnership with United Way for Southeast Michigan our network consists of thirteen sites. Nationally, LISC supports a national network of 90 Financial Opportunity Centers in more than 30 cities across the country. CWF's focus on the financial bottom line for low-to- moderate income individuals. This means changing

people's financial behavior in a way that encourages them to make a long-term commitment to increasing income, decreasing expenses and acquiring assets. As the One Stop Operator LISC facilitates meeting to improve coordination and communication between the partners funded through the Workforce Innovation & Opportunity Act (WIOA). With the goal of streamlining services to provide improves services to job-seekers in Detroit.

The ideal candidate has a knowledge of workforce development, including WIOA, financial stability, community development and data management systems. Candidates should also have experience working with diverse populations.

Key Responsibilities

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

- Coordinate and facilitate meetings and communications with WIOA core & required partners on a monthly and quarterly basis.
- Identify processes for effective flow of customers between Detroit at Work Career Centers and other WIOA mandated partners.
- Coordinate with LISC's national and local team to support grant management through tracking progress, processing financial reports, and supporting grant compliance.
- Provide logistical and programmatic support to special events such as meetings, conferences, training workshops and tours.
- Provide technical assistance to partners as needed.
- Coordinate internal and external calendars to set up meetings and events.
- Consistently pull data reports and provide analysis from internal programmatic data base.
- Assist with other special projects and duties as assigned.

Qualifications

- Bachelor degree from an accredited college or university required.
- Three to five years of program management experience including the use of data systems for case management purposes & meeting facilitation.
- Experience working on issues of workforce development or financial stability preferred.
- Interest in economic development, workforce development, financial stability, and / or integrated service delivery
- Ability to work collaboratively with co-workers and representatives from the nonprofit, corporate, philanthropic, and public sectors.
- 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.
- Proficiency with Microsoft Office Suite of programs. Candidate must also have the capacity to learn and navigate new software required for all LISC employees and for specific program initiatives.
- Must have a good sense of humor, ability to work in a dynamic environment, enthusiasm and an outcomes focus.
- Excellent writing and verbal communication skills.
- Some travel required.

Compensation

- LISC offers a competitive salary and excellent fringe benefits. To apply please send cover letter and resume via email to: **Jacqueline Bureau, Senior Program Officer**
jbureau@lisc.org

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