Position Title: Assistant Program Officer
Position Location: Buffalo, NY
Job Classification: 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 36 markets with offices extending from Buffalo to San Francisco. Visit us at www.lisc.org

Responsibilities
LISC believes that WNY’s long-term success will be measured by the extent to which all individuals – regardless of income, race or zip code – have access to safe, healthy, sustainable communities with housing and economic choices that put them on the path to financial security, health and wellbeing. We envision a region where residents are connected to their communities and can plan to stay there. A place where community residents build wealth through good jobs and entrepreneurship. A place where community residents drive action to improve their neighborhoods because they feel a sense of ownership and empowerment. Where neighborhoods have strong and responsive community organizations driven by residents’ needs and ideas.

The APO will also work closely with the Executive Director and Program Officers to support LISC WNY’s program implementation and operations. Responsibilities will include:
Program Support
- Represent the WNY office in LISC sponsored Family Income & Wealth program training and development efforts
- Connect local partners with LISC resources (technical assistance, trainings, etc.)
- Develop accurate, accessible and up to date information on grantee/partner projects and program accomplishments
- Provide logistical and programmatic support for LISC WNY meetings, conferences, training workshops, and tours to foster strong participation and connections. To accommodate our stakeholders, periodic evening and weekend work may be required.

Information and Client Management Systems
- Working with the Executive Director and local team, establish and populate a client management system using Access with connections to Outlook and Salesforce
- Develop and oversee transition to electronic file management, with paper files as required.
- Maintain and troubleshoot computers and other office equipment. Work with LISC IT as needed.

Executive Director, Deputy Director, and LAC Support:
- Maintain Executive Director and Deputy Director calendars, schedule appointments and conference calls, manage invitations, and coordinate travel arrangements.
- Assist with internal/external and Local Advisory Committee meetings, with responsibility for minutes, logistics, and meeting coordination.

Office Logistics:
- When the healthcare restrictions are lifted and the office reopens:
  - Serve as the primary contact for the LISC WNY office facility
  - Manage inventory and maintain adequate supplies for the office and staff.
  - Perform additional duties as assigned.

Qualifications
- Bachelor’s degree from an accredited college or university preferred
- Two or more years of work related office/administrative experience
- Proficient in Microsoft
- Well-organized, detail-oriented. Must be able to both set priorities for a challenging workload and work simultaneously on multiple tasks without compromising quality.
- Proof reading experience a plus.
- Excellent customer service, relationship management and communications skills.
- Superior interpersonal skills and the ability to work independently with minimal supervision as well as part of a team.
- Periodically travel outside of the WNY area for peer learning, training and national LISC activities.

Compensation
LISC offers a competitive salary and excellent fringe benefits.

To Apply
Submit cover letter and resume to jbarrettoneill@lisc.org. Please include “Operations PO” in the subject line of your email.

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COMMITTED TO DIVERSITY, EQUITY, INCLUSION, AND JUSTICE