

LISC PHILADELPHIA

Local Initiatives Support Corporation

Position Title: Program Assistant
Reports To: Program Officer
Job Classification: Non-Exempt / Full Time
Location: Philadelphia, PA

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 34 markets with offices extending from Buffalo to San Francisco. Visit us at www.lisc.org

Philadelphia LISC is the Philadelphia chapter of LISC. As champions for equitable community development, Philadelphia LISC works alongside partners to transform underinvested neighborhoods into healthy, sustainable communities of choice and opportunity. Since 1980, Philadelphia LISC has invested \$435 million and leveraged \$1.5 billion in Philadelphia's neighborhoods to build or preserve 8,500 affordable homes and develop 2.3 million square feet of retail, community and educational space.

Position Description

LISC Philadelphia seeks a self-motivated individual to fill a **Program Assistant** position. The Program Assistant will work closely with the Housing and Lending Program Officers and other staff to ensure that

program support, financial and grant management is timely and accurate and programs are administered smoothly and effectively. The successful candidate must be proactive, well organized, possess outstanding administrative and computer software skills; able to handle multiple tasks and complete work within given deadlines; have excellent oral and written communication skills; and be able to relate well with others. Responsibilities include grant and contract administration, entry-level financial management, database development, research/analysis, and general office administration.

Key Responsibilities:

- **Portfolio Management**
 - Assist with preparation, processing and management of active loans, contracts, grants and amendments.
 - Compile monthly outstanding loan receivables reports. Collect and spread yearly audits of borrowers.
 - Schedule quarterly and bi-annual check-in and performance calls with borrowers and grantees.
 - Develop system/s for accessing accurate, accessible and up-to-date information on grantee/borrower accomplishments and project and program data for reporting performance.
 - Assist with preparation of funding and grant applications.

- **Housing**
 - Develop and maintain housing preservation databases (home repair, small landlord, and publicly assisted).
 - Assist Program Officer analyze housing programs performance, and research best practices to advance program priorities.
 - Assist Program Officer with management of home repair programs in West Philadelphia and the Strawberry Mansion sections of North Philadelphia.

- **Lending**
 - Origination: Draft loan intakes, letters of interest, and due diligence checklists. Organize due diligence documents.
 - Underwriting: Research and draft narrative sections of credit memos. Input financial data into credit memo spreadsheets.

- **Office Administration**
 - Provide support to Program Officers and collaborative working groups by scheduling meetings, preparing meeting minutes, and routine communication.

- **General**
 - Develop and maintain strong working relationships with local Program staff and National LISC backroom operations staff.
 - Perform other duties as assigned.

Key Qualifications and Competencies:

- A Bachelor's Degree from an accredited college or university. Concentration in community development, urban studies, real estate development/finance, business administration or accounting a plus.

- 1-3 years of experience in program management.
- Excellent writing and communication skills.
- Ability to analyze conceptual and quantitative information, quick learner, and creative problem solver.
- Excellent range of computer skills and knowledge of computer software applications (must know word processing, spreadsheet, database, presentation, and internet/social media).
- Ability to manage multiple and varied projects with strong attention to detail – must be highly organized and work accurately.
- Ability to work independently and as a part of a team.
- Passion for the mission of LISC and commitment to the community development sector and the critical role of nonprofit organizations in driving equitable outcomes.

The position will be based in Philadelphia, PA. LISC offers a competitive salary and an excellent benefits package.

Please send cover letter and resume to cplacke@lisc.org . Please include “Candidate for Program Assistant” in the subject line of your 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**