Position Title: Assistant Program Officer – Economic Development  
Reports To: Executive Director  
Job Classification: Non - Exempt / Full Time  
Location: Los Angeles, California

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

Position
LISC LA seeks a professional to fill the position of Assistant Program Officer (APO). The APO supports functions related to LISC LA’s comprehensive economic development programs. Responsibilities include assisting in the development and administration of a countywide grant and loan fund for small businesses and non-profits; assisting in underwriting economic development loans; and other duties including but not limited to assisting with the execution of communications and events.

Background
LISC LA’s economic development strategy is devoted to fostering equitable and inclusive development in neighborhoods throughout Los Angeles County. We invest in partners, programs, and policies that catalyze entrepreneurship, create living-wage jobs, and support access to capital and opportunity for small business owners in low-to moderate-income neighborhoods. The APO will support the implementation of LISC LA’s comprehensive economic development loan and grant programs,
including but not limited to COVID-19 Emergency loans, grants, and other economic development lending initiatives.

**Responsibilities:**

- Assist with loan and grant fund development tasks, including managing Borrower outreach, partner coordination, creating PowerPoint presentations, and general Fund administrative operations;
- Assist with underwriting of small businesses and non-profits for economic development lending pipeline;
- Assist with processing loan forgiveness paperwork for the Paycheck Protection Program;
- Assist with writing and editing reports, blogs, and other communications materials;
- Provide Grants Management assistance including but not limited to processing federal grant awards, consultant agreements, disbursement requests, invoices, and managing all compliance and reporting requirements;
- Perform partner outreach and community engagement activities as needed;
- Provide logistical and program reports for meetings, special events, trainings, and webinars.
- Performs additional duties, as required.

**Qualifications:**

- Bachelor’s degree from an accredited college or university is required. Concentration in finance, business administration, or similar field a plus;
- Minimum 1-3 years of work experience in community development or related field preferred.
- Experience and successful record of accomplishment working with financial models, program development, and/or other economic development work.
- Some knowledge of the economic, political and social landscape of LA County.
- Capacity to work simultaneously on multiple tasks and projects;
- Excellent research, organization and communication skills;
- Ability to be flexible, multi-task, and work in fast-paced environment;
- Excellent oral and written communication skills.
- Proficient on Microsoft Office Suite.

**LISC offers a competitive salary and excellent benefits.** Please send cover letter and resume via email with "Assistant Program Officer” in the subject line to ekloppenburg@lisc.org.

Applications accepted until the position is filled. No phone calls please.

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