**Local Initiatives Support Corporation**

**Position Description**

**POSITION TITLE:** Program Assistant  
**REPORTS TO:** Director of Financial Opportunities  
**CLASSIFICATION:** Full Time/Non-Exempt, Grade 9  
**LOCATION:** Toledo, OH

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**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 $22 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 37 markets with offices extending from Buffalo to the Bay Area and in 2,400 rural counties across 49 states and Puerto Rico. Visit us at www.lisc.org.

The LISC Toledo office is focused on community engagement, economic development, housing, health, and capacity and wealth building opportunities for LMI families. Visit us at www.lisc.org/toledo.

**Job Overview**

Local Initiatives Support Corporation (LISC) seeks an organized, professional to fill the grant-funded Program Assistant position in its Toledo office.

The Program Assistant will be responsible for ensuring efficient office operations by providing a range of administrative functions to support the LISC office. In addition, the Program Assistant will provide support to the Toledo team to ensure grant/contract management is timely and accurate and programs are administered smoothly and effectively. Responsibilities include grant administration, compliance and disbursements, and financial management. The successful candidate must be proactive, organized, familiar with budgeting, able to perform multiple tasks and work well with others; possess outstanding administrative and computer skills; and have excellent oral and written communication skills.

The position offers an excellent working environment and exposure to a broad range of community development activities.
Administrative Responsibilities

• Support LISC Toledo program staff in the implementation of the Family Income and Wealth Building Strategy (FIWB), specifically focused on the Bridges to Career Opportunities Initiative through administrative and project management support
• Administer, track, and update partner impact reports, and communication materials used to promote programming
• Foster existing and new relationships with community partners to support LISC FIWB programming
• Track data and develop accurate, accessible, and up-to-date reports on granteepartner projects and program accomplishments
• Provide logistical and programmatic support and coordination to advance the Toledo FIWB program

Program Responsibilities

• Support programming related to advancing Family Income and Wealth Building and Health initiatives, including tracking and reporting on grant outcomes, preparing grant agreements, reviewing financial reports, processing grant disbursements, and supporting grant compliance
• Assist with outreach and implementation of the Ohio to Work Initiative with community partners, organize and participate in regular meetings with key community partners, coordinate, and track initiative activities in partnership with key stakeholders, and ensure program compliance
• Review service provider partner outcomes in Salesforce, create written reports and effectively communicate with program partners and funders to maintain relationships within the community
• Utilize web-based applications for project management, file organization, and communication with internal and external partners
• Perform other related duties as assigned

Qualifications

• Associate’s Degree from an accredited college or university or comparable work experience; Bachelor’s Degree preferred
• Minimum 3+ years’ related work experience in administration or community development preferred
• Excellent writing and communication skills
• Experience analyzing and organizing conceptual and quantitative information
• Facilitate multiple and varied projects with strong attention to detail, organization, and accuracy
• Work independently and as a part of a team
• Proficiency in Microsoft Office Suite applications
• Familiarity with WebEx, MS Teams, Smartsheet, Box, and Salesforce preferred
• Experience working effectively with diverse staff and stakeholders

Compensation: LISC offers a competitive salary and excellent benefits.
To Apply: Submit a resume and cover letter to vmoffitt@lisc.org with subject heading “PA Search”

LISC IS AN EQUAL OPPORTUNITY EMPLOYER
COMMITED TO DIVERSITY, EQUITY, INCLUSION & JUSTICE