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 nearly $25 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 San Francisco. Visit us at www.lisc.org

Responsibilities:

LISC seeks an Assistant Program Officer who will provide assistance to the Vice President for Field Operations and Program Vice Presidents with the following functions:

- Assist Vice Presidents with program development, implementation strategies, and operations.
- Write concept papers, funding proposals and track progress on various work plans.
- Provide programmatic technical assistance to field sites, connecting to national best practices.
• Provide support to track progress on programmatic and funding milestones. Conduct research and gather and analyze data that supports programmatic outcomes.

• Provide support to develop and maintain partnerships with key stakeholders in the community development sector and create linkages between community-based organizations by collecting information on partners, identifying new potential partners, and responding diligently to partner request and questions.

• Drafting of memos and presentations as needed.

• Help staff meet internal and external deadlines and track project/program performance.

• Coordinate, schedule, and send communications for Vice Presidents.

• Coordinate with outside consultants on various research and development projects and training programs.

• Support administrative needs, including scheduling, drafting correspondence, paying invoices, and data input.

• Perform other special projects as needed.

Qualifications

• Bachelor’s degree required; Specialization in Urban Planning, Public Administration, Public Policy or Business Administration a plus.

• Project Management Professional (PMP) certification is a plus.

• A minimum of 3-5 years of community development, project management or grants administration preferred.

• Excellent writing and editing skills.

• Strong organizational and analytical skills; efficient and detail-oriented; experienced and strong skills in strategic communications.

• Excellent computer skills including competency in full Microsoft Office suite.

• Strong interpersonal skills.

• Commitment to diversity, equity, inclusion, and justice.

• Capacity to simultaneously work on multiple tasks and set priorities for a challenging workload.

• Ability to work independently with minimal supervision, be a self-starter and meet deadlines.

LISC offers a competitive salary and benefits package.

Please send cover letter and resume via e-mail to: Jessica Guilfoy at fsresumes@lisc.org

We thank all applicants for their interest; however only those candidates selected for interviews will be contacted. (No phone calls please)

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