Position Description

POSITION TITLE: Assistant Program Officer, Health
REPORTS TO: Program Director, Health
JOB CLASSIFICATION: Full Time / Non-Exempt
LOCATION: Remote (Continental US)

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

• 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
• 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.
• Drive local, regional, and national policy and system changes that foster broadly shared prosperity and well-being.

Over 40 years, LISC and its affiliates have invested approximately $24 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 38 markets with offices extending from Buffalo to the Bay Area and in 2,400 rural counties across 49 state and Puerto Rico. Visit us at www.lisc.org.

Recognizing its potential influence in the fight to close gaps in health equity, LISC announced in 2017 a new strategic focus on improving the health and well-being of the people and communities it serves. Combining LISC’s financing and community-building abilities with the unique data, knowledge and other resources of health care entities is a priority in this work, as is supporting LISC teams and local partners in developing an intentional racial equity lens for our investments that advance health.

Responsibilities
Under the supervision of the National Health Program Director, the Assistant Program Officer will:
• Assist in the implementation of grant programs managed by the Health team, including crafting grant and consultant scopes, gathering materials required for the grantmaking/contracting process, and moving materials through LISC systems to execution
• Engage with community-based organizations and other external partners involved in Health team projects to gather information, feedback and otherwise support program implementation
• Process grant disbursements, consultant invoices and payments in LISC’s grants/contracts systems and financial system (NetSuite)
• Maintain Health team fundraising records on Salesforce
• Coordinate work with other internal LISC teams by organizing meetings, preparing agendas and supporting follow up
• Serve as the Health team’s liaison to internal business units critical to processing program actions, including Grants & Contracts Management, Accounting, Legal, IT, other
• Oversee data tracking, compliance and reporting for Health team HUD Section 4 and other allocations of nationally-raised grant funds
• Support onboarding of new Health team staff as needed, such as by gathering materials, liaising with IT/HR on set-up items, other
• Help maximize Health team productivity by liaising with IT/Admin services on team member issues, researching and securing tools to improve work efficiency or quality (software, work samples from other units, etc), and otherwise identifying ways to support performance. Includes serving as team lead on Salesforce ERP project as it unfolds.
• Provide programmatic and logistical support for special events such as webinars, meetings conferences, and training workshops (virtual and eventually in-person)
• Gather and synthesize information to support program and partnership development
• Assist with other projects and duties as assigned

Qualifications
• Bachelor’s degree from an accredited college or university is preferred, however relevant work experience may be considered a proxy.
• Minimum 2 years of experience in community development or public health with some combination of administrative, project management, and research responsibilities.
• Professional working knowledge of the economic, political, and social forces shaping opportunity and health equity in U.S. communities
• Experience analyzing data and research reports for program development is preferred.
• Experience with grant monitoring and compliance is preferred.
• Highly motivated, self-directed, able to successfully work simultaneously on multiple tasks and projects; solution-oriented professional.
• Ability to work collaboratively with co-workers and representatives from the nonprofit, philanthropic, public and corporate sectors and operate in a team setting.
• Strong verbal and written communication skills; ability to write clear and concise business communications such as memos, reports and meeting summaries.
• Commitment to accuracy and attention to detail
• High level of proficiency in Microsoft Office Suite including Outlook, Word, Excel and PowerPoint. Candidate must have the capacity to learn and navigate new software programs

To apply, please send resume and cover letter to pchristian@lisc.org with “Assistant Program Officer” in subject line.

LISC IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO DIVERSITY, EQUITY, INCLUSION AND JUSTICE