Position Title: Assistant Program Officer - Housing & Community Development  
Position Location: Philadelphia, PA  
Job Classification: Full Time / Non Exempt  
Reports to: Program Officer  

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 $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 36 markets with offices extending from Buffalo to San Francisco. Visit us at www.lisc.org  

LISC Philadelphia is the Philadelphia chapter of LISC. Its three community development priorities are:  
1) affordable housing, 2) economic development and 3) equitable neighborhoods. As part of its theory of change, it has identified its primary roles as: capacity builder, lender/investor, convener, advisor, advocate and systems innovator. To learn more about Philadelphia LISC, please visit:  
www.lisc.org/philly/  

Position Description
LISC Philadelphia seeks an individual with a commitment to strengthening communities to join its staff as **Assistant Program Officer-Housing & Community Development (APO)**. This is a full-time position, paid for in part with funding from the Pennsylvania Housing Finance Agency/PHARE. The APO will be primarily responsible for supporting a portfolio of affordable housing projects and programs in Philadelphia, especially the Preservation Network; however, the APO will also assist with other programmatic activities, including economic development, equitable neighborhoods and lending, as well as administrative and organization support, such as communications and resource development.

The [Preservation Network](#) is a collaborative of public, private, and non-profit organizations with subject matter expertise to implement preservation strategies that will protect, promote and ensure long-term affordability of Philadelphia’s affordable rental housing stock. In doing so, residents are safeguarded from displacement, can improve economic mobility, and continue to have access to safe, decent quality housing options.

**Program Development & Administration**

**Preservation Network:**
In collaboration with the Program Officer, help to drive and advance the four core strategies of the Preservation Network: Open Data, Building Local Capacity, Supportive Regulations, and New Financing and Revenue Streams.

**Project Management:** Maintain annual Preservation Network schedule, plan and organize sub-committee meetings, and two annual Preservation Network meetings.

**Technical Assistance:** Assist Program Officer develop trainings, and peer-to-peer convening.

**Research & Financial Modeling:** Assist Program Officer secure, and present data and/or other forms of information for consultant: 1) to produce financial models that will support affordable rental housing preservation; and 2) community ownership housing models.

**Administrative:** Schedule meetings, prepare agendas, take meeting minutes for distribution to strategy committee leads, organize presenters, prepare slide decks, and perform research to support preservation of publicly assisted affordable rental housing.

**Other Responsibilities:**
Coordinate with colleagues to support projects and systems level work that support housing, economic development and equitable neighborhoods, and advance LISC Philadelphia’s Theory of Change. Activities will include, but are not limited to:

- Maintaining grant agreements and compliance monitoring.
- Maintaining grant data and program action reporting for program evaluation.
- Program Administration, including meeting preparation, scheduling, and dissemination of meeting minutes.
- Supporting communications and resource development.
- Supporting and cultivating relationships and collaboration among core partners, community based organizations, and other institutions.

The successful candidate is committed to the advancing the affordable housing field, and more specifically the preservation of publicly assisted affordable rental housing. The candidate must be organized, have excellent communication skills, and the ability to collaborate across multiple areas and sectors. The ideal candidate will be able to demonstrate cultural competency working with diverse communities, and a strong commitment to diversity, equity, inclusion and justice in their work. This position reports to the Program Officer for Housing.
Qualifications and Skill Sets:
Bachelor’s Degree from an accredited college or university. Master’s degree preferred.
Minimum of three years working for an affordable housing developer or asset manager; and/or in the housing and community development field.
Excellent communication, project administration, grants management and organizational skills.
Experience building relationships, networking and collaborating effectively with diverse populations and multi-sector housing organizations, funders and other key stakeholders.
Ability to work collaboratively and independently in a fast-paced environment.
Good facilitation skills, including use of technology and video conferencing.
Demonstrated success developing and maintaining multiple project schedules concurrently, while introducing ways to streamline and innovate for greater efficiency and productivity.
Ability to build trust and a reputation for effectiveness and impact with stakeholders.
GIS and/or Tableau (a plus)
Proficient in Microsoft Office Suite

Compensation
LISC offers a competitive salary and benefits package.

To Apply
Submit cover letter and resume cplacke@lisc.org no later than April 23rd, 2021. Please include “Assistant Program Officer - Housing” in the subject line of your email. We thank all applicants for their interest; however only those candidates selected for interviews will be contacted.

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