Position Title: Program Assistant
Position Location: Washington DC Preferred
Job Classification: Non-Exempt/ Full Time
Reports To: Senior Program Director, Rural LISC

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

Background
Rural LISC supports 88 CBO partners serving more than 2,200 rural counties in 45 states. Over the last 25 years, Rural LISC’s investments in rural America have totaled $1 billion in grants, equity and low-cost loan funds. Rural LISC has leveraged this investment resulting in close to $3.6 billion from public and private sources, to produce 36,650 affordable homes and apartments, create 4.4 million square feet of commercial and community space, assist 750 businesses, create 12,500 jobs and support 20 early childhood centers.
Position Description
Rural LISC seeks a self-motivated individual, detail oriented and organized professional to fill a Program Assistant position. The ideal candidate will have high level administrative, coordination, math and computer skills, and ability to handle multiple tasks and the flexibility to work with a wide variety of personalities and professionals located across the country. The Program Assistant will report to the Rural LISC Program Director for Finance & Operations.

The Program Assistant is responsible for supporting the finance team with day-to-day tasks such as processing invoices, expense reports and grant disbursements. The Program Assistant will also be required to assist with processing small business grants.

Essential Duties and Responsibilities
- Review small business and other grant application materials, prepare draft award documentation letters or narratives.
- Review and process invoices, expenses and grant actions/disbursements making sure that proper backup documentations are provided.
- Review grant compliance documents including financial statements, organizational documents, SAM’s records, staff and Board formation, calculate basic financial ratios.
- Make entries and run reports using access database, Salesforce and other reporting tools to check key performance indicators that awardees accomplished.
- Attended weekly Finance team, biweekly staff meetings to learn more about the organization’s mission and activities including how we serve rural areas and low-income families.
- Assist Rural LISC VP and other Leadership Members in organizing meetings, taking notes, doing research on funders, non-profits and other stakeholders.
- Assist other teams including Economic Development and Communications team in developing and implementing plans and strategies on special projects.
- Assist the Rural team with general grant management reporting and follow-up as needed
- Provide support on others tasks as assigned.

QUALIFICATIONS
- Bachelor’s degree from an accredited college or university.
- Minimum 1-2 years of related finance/accounting experience.
- Experience in grant application processing.
- Prior work related experience in Economic or Community Development is highly preferred.
- Well-organized, detail-oriented and a team player
- Excellent verbal and written communication skills.
- Proficient on MS Office Suite and Salesforce.
To Apply
Submit a cover letter and resume to Murat Unal, munal@lisc.org with “Finance Team Program Assistant” by August 15, 2020 in the subject line of your email. Please, no telephone calls or unsolicited inquiries.

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