Local Initiatives Support Corporation
Position Description

POSITION TITLE: Asst. Program Officer - Capacity Program Support
REPORTS TO: Senior Program Officer/Deputy Director
JOB CLASSIFICATION: Non-Exempt / Full Time, Grade 11
POSITION LOCATION: Kalamazoo, MI

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 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 37 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. For more information about LISC’s work in Kalamazoo visit http://www.lisc.org/michigan/

The Assistant Program Officer – Program Support will be responsible for assisting in the program coordination, data collection, and management of the LISC AmeriCorps program and the HUD Section 4 Capacity Building program in Kalamazoo. This position will also support LISC’s local communications and public relations activities as they relate to the promotion of the organization, its activities, and objectives in support of LISC work in Kalamazoo.

Key Responsibilities:
Capacity Program Support

- Work with current program staff and community partners to identify opportunities for community investment and support and assist with deployment of LISC AmeriCorps members with key partner organizations.
- Partner with National LISC AmeriCorps team to place Members with sites, monitor program progress, and ensure that all program paperwork and reporting is submitted accurately and on time to the National office.
- Responsible with providing required monthly check-in meetings for Members and acting as a conduit between Members and National LISC staff for addressing placement site challenges and issues.
- Work with current program staff to award and manage capacity building grants to local Community Development Corporations (CDCs), including coordinating delivery of technical assistance, monitoring open grants, and completing required reporting to National LISC Grants Compliance and Monitoring team.
- Assist LISC leadership with evaluating LISC programs and initiatives to determine community impact of investment activities and progress on meeting LISC office objectives.
- Implement a communications strategy that includes PR, direct marketing, and social media that broadens awareness and deepens relationships within the community.
- Coordinate stories about Kalamazoo LISC projects with local media entities and foster connections with national LISC communications team.
- Create a system for regularly updating partners about the impact of Kalamazoo LISC and develop creative communications for reporting on these activities through social media channels.

Key Qualifications and Competencies:

- Minimum Bachelor’s degree from an accredited college or university, preferably in a related non-profit development or communications field required.
- Minimum of 3-5 years of relevant experience in community development, housing, or other non-profit program management required.
- Experience writing, creating and coordinating media content for press releases, web-based applications and social media marketing materials desired.
- Proven ability to work with diverse partners ranging from community residents to non-profit partners and municipal leaders.
- High level of computer literacy required including ability to use complex database, finance, and basic office computer systems.
- Excellent written and verbal communication skills.
- Strong organizational skills and ability to work both in a team environment and independently.

Compensation:  LISC offers a competitive salary and excellent benefits.

To Apply:  Submit a resume and cover letter via email to sdean@lisc.org.  Include your cover letter as the body of the email and attach your resume.

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