POSITION TITLE: Assistant Program Officer  
REPORTS TO: Executive Director  
JOB CLASSIFICATION: Non-Exempt / Full-Time  
LOCATION: San Diego, California (Hybrid)

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, health, 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 42 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 San Francisco and in 2,400 rural counties across 49 states and Puerto Rico. Visit us at www.lisc.org

LISC SAN DIEGO
LISC San Diego has been active in the region since 1991 and over the course of the past 31 years, LISC San Diego and our affiliates have directly invested more than $341 million to support underserved communities throughout our region. These investments have leveraged over $1.1 billion in total development resources, contributed to the development of 7,869 multi-family and single-family homes, and over 1 million square feet of commercial, retail, and community facility space. For more information about LISC San Diego visit https://www.lisc.org/san-diego/

DESCRIPTION
This role offers an exciting opportunity to work on innovative community development initiatives that are addressing equitable economic development, housing affordability, and racial equity in San Diego. The candidate should have some knowledge of economic and community development initiatives, while being a highly motivated, results-oriented individual who can successfully balance multiple priorities as part of a team.
Responsibilities include program oversight/support and grant administration. Also, experience working with diverse populations and who possess general expertise in community development, and/or specific expertise in economic development, affordable housing and program management.

RESPONSIBILITIES

- Write, disburse, oversee, and monitor grants to partner agencies, provide technical assistance, and identify best practices related to specific programs. Grants management includes tracking performance, monitoring outcomes and reporting.
- Administer the LISC AmeriCorps program including building relationships with members and partner sites, coordinating meeting logistics, project activities, and ensure program compliance. Must also coordinate the professional development of AmeriCorps members.
- Provide logistical and programmatic support for economic development initiatives that support small businesses such as the Business Development Organization (BDO) network, Social Entrepreneurs for Economic Development (SEED) and Kiva.
- Work with Program Officer to manage the Financial Opportunity Centers (FOCs) and Bridges to Careers Opportunity (BCOs) sites including developing and maintaining detailed knowledge of the various organizations and stakeholders involved in the FOC/BCO programs, programmatic enhancements, and program budget.
- Periodic evening and weekend work will be required. Periodically travel outside of San Diego County for peer learning, training and national LISC activities.
- Perform additional duties as assigned.

QUALIFICATIONS

- Bachelor’s degree from an accredited college or university, or equivalent professional experience
- Minimum two years of professional experience in community development experience
- Minimum two years project management and grant writing experience
- Experience with grant and federal grant monitoring and compliance is preferred
- Solution-oriented individual who is self-directed, and able to successfully work simultaneously on multiple tasks and projects, set priorities for a challenging workload, and be a positive attitude
- Keen attention to detail, and timely reporting with deadlines
- 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, policies, and procedures
- High level of proficiency in Microsoft Office Suite. Ability to learn and navigate software for specific program initiatives. Knowledge of online programs like Salesforce and Box/Dropbox/Google Drive is beneficial.

COMPENSATION
LISC offers a competitive salary and excellent benefits.

TO APPLY
Please send Cover Letter and Resume via email with “LISC San Diego – Assistant Program Officer” in the subject line to: sandiego@lisc.org.

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