LOCAL INITIATIVES SUPPORT CORPORATION  
Position Description

POSITION TITLE:  Assistant Program Officer
REPORTS TO:   Program Officer
JOB CLASSIFICATION:  Non-Exempt / Full Time
LOCATION:   Oakland, CA

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 $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 32 markets with offices extending from Buffalo to San Francisco. Visit us at www.lisc.org.
Bay Area LISC

Bay Area LISC convenes partners, builds coalitions, invests public and private funds, and supports community revitalization to help the Bay Area thrive with healthy places to live, work and play. Since 1981, Bay Area LISC and its affiliates have invested $882 million towards the construction of over 14,380 affordable housing units and nearly 1.5 million square feet of commercial, retail and community space throughout the Bay Area. Bay Area LISC’s work has leveraged an additional $3.7 billion. More information can be found at www.bayarealisc.org.

This role offers an exciting opportunity to work on innovative community development initiatives that are addressing housing affordability, racial equity, and income inequality in the Bay Area. The Assistant Program Officer will build strong program management skills while providing administrative, communications, and research support to program staff on key housing and economic development initiatives, and support office-wide operations. The ideal candidate will have familiarity with community development, housing, and economic development (academic or professional) and experience working with diverse populations.

Key Responsibilities

Under the supervision of the Program Officer, the Assistant Program Officer will:

- Assist in overseeing programmatic and financial grant compliance, including reviewing financial reports and facilitating annual site visits.
- Assist in grant management, including creating grant agreements and consultant contracts, monitoring progress, and processing payments.
- Provide logistical and programmatic support for special events such as meetings, convenings, conferences, training workshops and tours.
- Coordinate internal and external calendars to set up meetings and events.
- Monitor and update internal reports and data lists across programs.
- Oversee data quality and analysis for the Financial Opportunity Center outcomes data management system on Salesforce, including providing technical assistance and training to front line staff.
- Support office-wide fundraising by managing deadlines, writing grant applications and reporting.
- Support Local Advisory Committee engagement by prepping meeting agendas and onboarding materials for new members.
- Support office-wide marketing and communications, policy research, and community engagement activities.
- Assist with other special projects and duties as assigned.

Qualifications

- Bachelor’s degree required, however significant experience may be considered as a
Minimum 2-3 years of professional experience with administrative, communications, and research responsibilities.

Familiarity with community development, housing, and economic development (academic or professional).

Excellent writing skills.

Strong time management, task prioritization and planning skills.

Ability to work collaboratively with co-workers and representatives from the nonprofit, corporate, philanthropic, and public sectors.

Flexible and positive attitude, ability to work in a dynamic environment, enthusiasm and an outcomes focus.

Commitment to accuracy and attention to detail.

Capacity to work simultaneously on multiple tasks and projects, set priorities for a challenging workload, and be a positive, solution-oriented professional.

Proficiency with Microsoft Office Suite of programs, especially Outlook, Word, Excel and PowerPoint. Candidate must also have the capacity to learn and navigate new software required for all LISC employees and for specific program initiatives.

Compensation

LISC offers a competitive salary and excellent benefits.

We invite people to apply who have 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.

To Apply:
Please submit cover letter and resume to Laurel Engbretson at lengbretson@lisc.org. Indicate “Assistant Program Officer” in the subject line. No calls please.

LISC IS AN EQUAL OPPORTUNITY EMPLOYER
COMMITTED TO DIVERSITY AND INCLUSION