**POSITION TITLE:** Assistant Program Officer – Child Care and Early Learning  
**REPORTS TO:** Director of Communication & Operations, LISC Phoenix and Senior Program Officer, LISC National Child Care and Early Learning Team  
**JOB CLASSIFICATION:** Non-Exempt / Full Time  
**LOCATION:** Phoenix, AZ

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**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 $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. Visit us at www.lisc.org.

**LISC Phoenix**

LISC Phoenix was formed in 1992 and since its inception, has collaborated with place-based organizations and our corporate, foundation and public partners to create an innovative approach to working with neighborhoods that face systemic challenges. More information can be found at www.lisc.org/phoenix.

**LISC National Child Care and Early Learning Team**

Recognizing that childcare and early learning is locally driven and locally focused, the National Child Care Team digs deep in local markets, whether by working with state leaders to develop data-driven plans and roadmaps or working to help assemble and distribute the resources needed to successfully plan and implement facility projects that both increase access and
enhance quality. With an eye toward improving equitable access to quality childcare and early learning opportunities for all families in all communities, we work hard to meet the varied needs of all types of childcare providers, from the small, home-based sole-proprietor to the large-scale, multi-site community-based organization.

**About The Position**

This role offers an exciting opportunity to work with LISC Phoenix to expand equitable access to childcare and early learning opportunities in metro-Phoenix as well as with the LISC National Child Care and Early Learning Team. This position will support the development and implementation of LISC Phoenix’s new capacity building program for early childhood centers including a facilities fund, and business technical assistance provided through consultants and community-based partners. In addition, this position will support activities of the National Child Care and Early Team and their collaborations with other LISC offices, offering direct access to learning from LISC’s extensive experience in the sector. The ideal candidate will have strong administrative and project management skills. They will also have experience working with diverse populations and possess general expertise in community development, and/or specific expertise in the childcare and early learning sector.

**Key Responsibilities**

- Strengthen community-based organizations’ resource, organizational, programmatic, networking, and political capacities by providing funding, strategic guidance, planning and project management, technical assistance, and training.
- Develop solid and respectful working relationships with community-based partner organizations, consultants, and grantees. Maintain an in-depth knowledge of their organizational conditions, programs, and projects.
- Work with Director(s) and program staff in developing strategic collaborations with and among community-based organizations, anchor institutions, and other corporate, civic and public sector organizations to leverage LISC’s capabilities.
- Administers grants/contracts between LISC and community-based organizations and consultants through the lifecycle of the contract, including drafting, monitoring compliance, evaluating performance, processing payment requests, and maintaining contractual records.
- Provide writing, editing and formatting support for presentations, proposals and reports.
- Provide logistical and programmatic support for virtual and in-person special events such as meetings, convenings, conferences, training workshops and tours.
- Represent LISC on coalitions and workgroups and at community meetings, as needed.
- Monitor and update internal reports and data lists across programs.
- Contribute to office-wide fundraising, communications, policy research, and community engagement activities.
- Assist with other special projects and other duties as assigned.

**Qualifications**

- Bachelor’s degree from an accredited college or university required, however relevant work experience may be considered as a proxy.
• Minimum 2 years’ experience in community development, childcare and early learning programs or a related field. Program or project management experience in or with community-based organizations is strongly preferred.
• Experience in early learning sector and state policies and possess a comprehensive understanding of the funding streams that support the early learning sector.
• Keen interest in and commitment to the community development mission of LISC.
• Working knowledge of the economic, political, and social environments of the Phoenix-metro area, especially lower-income neighborhoods, organizations, and community development efforts.
• Ability to communicate effectively and work collaboratively with co-workers and a diverse range of individuals and organizations, including but not limited to, residents, community development organizations, public agencies, private developers, funders and lenders.
• Ability to embrace and promote a culture of individual and shared trust and accountability – internally and externally.
• Experience and knowledge in government contracts management and compliance is preferred.
• Strong project management skills.
• Attention to detail and deadlines, especially in the areas of contracts management and reporting.
• Ability to work simultaneously on multiple tasks and projects, set priorities for a time-sensitive workload, and be 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.

To Apply:

Please submit cover letter and resume to fpollack@lisc.org. Indicate “Assistant Program Officer” in the subject line. No calls please.

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