POSITION TITLE: Assistant Program Officer  
REPORTS TO: Program Officer-Operations  
JOB CLASSIFICATION: Full Time/Exempt, Grade 11  
LOCATION: Remote (flexible, with preferred locations Chicago, IL; New York, NY; Washington, DC)

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

Background
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 and in 2,400 rural counties across 49 states and Puerto Rico. Visit us at www.lisc.org.

LISC’s national Economic Development team supports our colleagues in the LISC field offices and in the Rural LISC program in deploying an inclusive economic development framework that expands the ability of people, places, and businesses to contribute to equitable prosperity, so that all can thrive. Our work creates accessible opportunities for people to find jobs that increase their income and assets, and at the same time, it grows businesses and rebuilds neighborhood economies through integrated strategies that develop people, places and businesses. Under the umbrella of Economic
Development, LISC’s Family Income & Wealth Building (FIWB) program oversees a national network of nearly 120 community-based partners implementing the Financial Opportunity Center® (FOC) model. FOC partners deliver an integrated set of career coaching, financial coaching, and income supports access services to help community residents access family-sustaining jobs, access financial products and build credit, and build assets. Implemented in select FOCs, the Bridges to Career Opportunities (Bridges) initiative builds on this model by incorporating contextualized adult basic education and a career pathways focus on middle-skills jobs with opportunities for career and wage advancement. Other programming within the broader national Economic Development team focuses on inclusive economic development, creative placemaking, and supporting a growing network of Business Development Organizations (BDOs), community partners that focus on entrepreneurship and small business development. LISC also has national grants management and accounting staff that lead LISC’s enterprise-wide external operations efforts.

Position
LISC seeks qualified candidates for the position of Assistant Program Officer in the Economic Development department supporting both Family Income & Wealth Building (FIWB) and Economic Development work. The Assistant Program Officer will be responsible for providing a range of administrative, grant management, and reporting functions to support the Economic Development and FIWB team. The successful candidate must be proactive, well organized, possess strong administrative and computer skills, able to handle multiple tasks promptly, have excellent oral and written communication skills, and able to work both independently and in a team environment. This position offers the opportunity for growth and learning in the Economic Development and FIWB program area.

Responsibilities
The Assistant Program Officer will support the Economic Development team to launch new capacity-building programming and develop apprenticeship and employer engagement strategies. Responsibilities include:

- Process all invoices for payment and track payment status
- Ensure programmatic and financial grant compliance of Federal and private awards
- Track and analyze financial reports from subgrantees to ensure accuracy including supporting documentation
- Provide support for trainings, conferences, and special events including logistics and food arrangements
- Complete internal requirements to create grant agreements, track status of subgrants, and process grant disbursements
- Set up new grantees in the grant system and obtain the necessary documentation from partners
- Coordinate program consultants, track contracts, and process invoices
- Create and maintain a calendar of key department activities including grant report due dates, travel, and other items
- Pull outcome reports from the data system monthly
- Perform administrative, special projects, and other related duties as assigned
Qualifications
- Minimum two to three years of prior work experience
- Bachelor’s degree from an accredited college or university preferred, however, experience may be considered as a proxy
- Strong analytic skills and experience, especially in government grants administration
- Administrative or paralegal skills a plus
- Solid knowledge of federal government contract regulations, including federal OMB (Office of Management and Budget) Circulars is preferred
- Knowledge of federal financial reports and federal audits preferred
- Proficient in Microsoft Office; intermediate to expert Excel capabilities
- Ability to collaborate effectively with a wide range of public and nonprofit partners is a must
- A high level of comfort interacting with colleagues in virtual settings
- National travel will be required consistent with COVID-19 safety considerations (~5%)

Compensation
LISC offers a competitive salary and excellent fringe benefits

To Apply
For consideration, please send cover letter and resume to Candi Blake (cblake@lisc.org) with the subject line “APO – Family Income and Wealth Building”.

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