POSITION TITLE: Program Assistant
REPORTS TO: Executive Director-Greater Newark
JOB CLASSIFICATION: Full-Time/Non-Exempt
LOCATION: Newark, NJ

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 $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 Greater Newark is a local office within National LISC, the nation’s largest Community Development Financial Institution (CDFI). LISC Greater Newark is committed to investing grants, loans, and equity into efforts led by community based development organizations to transform distressed neighborhoods into healthy places to live, work, worship, do business and raise families. Through our local office and our national affiliates (the National Equity Fund and New Market Support Company), we will also work with and lend to for-profit entities that share our community development mission and goals.

This role offers an exciting opportunity to work on administrative management, communications, fundraising and various community development initiatives that are addressing equitable economic development, income equality and racial equity in Greater Newark. LISC Greater Newark seeks an organized professional to fill the Program Assistant position. The Program Assistant will be responsible for ensuring efficient office operations by providing a range of administrative functions to support the LISC office. In addition, the Program Assistant will provide support to the Greater Newark team to ensure grant/contract management is timely and accurate and programs are administered smoothly and effectively.

Responsibilities include grant administration, compliance and disbursements, and financial management. The candidate must be proactive, organized, able to perform multiple tasks and work well with others; possess outstanding administrative and computer skills; and have excellent oral and written communication skills. The position offers exposure to a broad range of community development activities. More specific tasks include:

Administrative Responsibilities
• Assist with general office administrative management functions, such as, processing invoices, general office supply orders, and expense reports
• Manage Office Master Calendar - which may include, staff schedules, upcoming staff meetings, community meetings, and events.
• Administer, track, and update partner impact reports, and communication materials used to promote programming
• Track data and develop accurate, accessible, and up-to-date reports on grantee/partner projects and program accomplishments
• Provide logistical and programmatic support and coordination to advance LISC programs

Program Responsibilities
• Support programming related to all LISC Greater Newark initiatives, including tracking and reporting on grant outcomes, preparing grant agreements, reviewing financial reports, processing grant disbursements, and supporting grant compliance
• Utilize web-based applications for project management, file organization, and communication with internal and external partners
• Perform other related duties as assigned

Qualifications
• Associate degree from an accredited college or university or comparable relevant work experience; Bachelor’s Degree preferred
• Minimum 3 years’ related work experience in administration or community development preferred
• Excellent writing and communication skills; social media experience a plus
• Experience analyzing and organizing conceptual and quantitative information
• Facilitate multiple and varied projects with strong attention to detail, organization, and accuracy
• Work independently and as a part of a team
• Proficiency in Microsoft Office Suite applications
• Familiarity with WebEx, MS Teams, Box, and Salesforce preferred
• Experience working effectively with diverse staff and stakeholders

Compensation
LISC offers a competitive salary and excellent fringe benefits.

To Apply
Submit cover letter and resume to newarkinfo@lisc.org. Please include “Program Assistant” in the subject line of your email.

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