

LISC TWIN CITIES

Local Initiatives Support Corporation

Position Title: Program Assistant
Reports To: Executive Director
Job Classification: Non-Exempt / Full Time
Location: St. Paul, MN

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 34 markets with offices extending from Buffalo to San Francisco. Visit us at www.lisc.org

As one of LISC's 35 local offices, LISC Twin Cities has provided capital, strategy and know-how to our Twin Cities community development partners. Our work benefits one out of every five people in Minneapolis and St. Paul. Since our founding in 1988, we've invested more than three-quarters of a billion dollars of LISC resources and leveraged \$2.9 billion in additional investments—all to support local community development projects. As a result, more than 17,000 families have access to affordable places to live; 8,000 people have improved their financial stability; and local neighborhood residents are enjoying 2.4 million square feet of new or renovated community and commercial space. For more information, visit us at www.lisc.org/ and www.lisc.org/twin-cities/

Position Description

LISC Twin Cities seeks a self-motivated individual to fill a **Program Assistant** position. The Program Assistant will work closely with the Executive Director and other staff to ensure that financial and grant management is timely and accurate and programs are administered smoothly and effectively. The successful candidate must be proactive, well organized, possess outstanding administrative and

computer software skills; able to handle multiple tasks and complete work within given deadlines; have excellent oral and written communication skills; and be able to relate well with others. Responsibilities include grant administration, compliance and disbursements, financial management and general office administration.

Key Responsibilities:

- Financial Management and Grants Management
 - Monitor monthly financial reports to assure accurate accounting of funding commitments, cash receipts, program grants and loans, and expenses against budgets.
 - Assist with planning and preparation of annual budget and cash flow planning and projections.
 - Assist with the development and management of annual program/strategy budgets.
 - Assist program staff with preparation, processing and management of contract and grant documents and amendments.
 - Develop accurate, accessible and up-to-date information on grantee accomplishments and project and program data for reporting performance.
 - Assist with preparation of funding and grant applications.
- Office Administration
 - Provide support for Local Advisory Committee and Community Investment Committee meetings.
 - Work with LISC IT to maintain/troubleshoot LISC operating systems.
 - Provide additional administrative support and IT troubleshooting as needed.
- Develop and maintain strong working relationships with local Program staff and national LISC backroom operations staff.
- Perform other duties as assigned.

Key Qualifications and Competencies:

- A Bachelor's Degree from an accredited college or university. Concentration in finance, business administration or accounting is preferred.
- 1-3 years of experience in program financial management.
- Excellent writing and communication skills.
- Ability to analyze conceptual and quantitative information, quick learner, and creative problem solver.
- Excellent range of computer skills and knowledge of computer software applications (must know word processing, spreadsheet, database, presentation, and internet/social media).
- Ability to manage multiple and varied projects with strong attention to detail – must be highly organized and work accurately.
- Ability to work independently and as a part of a team.
- Passion for the mission of LISC and commitment to the community development sector and the critical role of nonprofit organizations in driving equitable outcomes.

The position will be based in St. Paul, Minnesota. LISC offers a competitive salary and an excellent benefits package.

Please send cover letter and resume to TCJobSearch@lisc.org. Please include "Candidate for Program Assistant" in the subject line of your email. No phone calls please.

We thank all applicants for their interest, however, only those candidates selected for interviews will be contacted.

**LISC IS AN EQUAL OPPORTUNITY EMPLOYER
COMMITTED TO DIVERSITY AND INCLUSION**