Local Initiatives Support Corporation

Position Description

JOB TITLE: Assistant Program Officer
REPORTS TO: Executive Director
JOB CLASSIFICATION: Full Time /Non- Exempt, Grade 11
LOCATION: Indianapolis, IN

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 wellbeing.

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 Indianapolis

LISC is a national non-profit organization that provides financial and technical assistance to community development organizations working to improve housing and economic conditions in inner-city neighborhoods and lower-income communities. LISC Indianapolis works to revitalize urban neighborhoods and improve the quality of life of residents to increase life expectancy by addressing the social determinants of health. Visit us at [www.lisc.org/indianapolis](http://www.lisc.org/indianapolis).

Key Responsibilities

The Assistant Program Officer will work closely with the Executive Director to develop and enhance daily program support for the LISC Indianapolis office.

- Assist with internal/external and Local Advisory Board meetings, with responsibility for minutes, logistics, and meeting coordination.
- Maintain Executive Director’s calendar, schedule appointments and conference calls, manage invitations, and coordinate travel arrangements.
- Support fundraising efforts as needed, including drafting thank you letters and support letters.
- Conduct research and create presentations, briefs, and reports.
- Plan, host, convene and facilitate meetings, trainings, workshops, information sessions, orientations to build neighborhood partners’ capacity to access and manage resources and to build neighborhood leadership capacity for organizing and community building initiatives.
- Support partners and conveners and their relationship with LISC by actively engaging with partners to address capacity gaps through technical assistance.
- Track data using internal systems and produce written progress reports.
- Oversee the website, newsletter, including regular program updates, providing technical assistance to community partners, and working with the consultant designers when necessary.
- Assist in office wide grant writing and reporting as well as processing grant awards through Salesforce.
- Support office wide communications efforts such as website updates, social media postings, and connecting with National’s communication team.
- Monitor and update internal reports and data lists.
- Perform administrative, special projects and other related duties as requested.

Qualifications

- Associate degree or Bachelor’s degree from an accredited college or university; years of relevant experience may be accepted as proxy
- Minimum two or more years of office/administrative experience.
Experience supporting projects, programs in community development, community engagement, and community programming, preferred.

- Ability to develop and maintain various program and financial tracking systems.
- Keen understanding and abreast of current the economic, political, and social environment of Indianapolis and their impact on our work.
- Experience working with people of diverse racial, ethnic, economic, social and educational backgrounds and ability to inspire trust, organize and lead people to work effectively together.
- Ability to work both independently on multiple tasks and projects in a collaborative team environment with co-workers and representatives from the nonprofit, philanthropic, public, and corporate sectors.
- Excellent research, writing, analytical skills and timely attention to reporting deadlines.
- Proficiency in Microsoft Office suite, particularly Microsoft Excel.
- Must be available to work evenings and weekends as required. Some regional travel, estimated at 5% may be required.

Compensation

LISC offers a competitive salary and excellent fringe benefits.

To Apply

Please send a cover letter and resume via email with "Assistant Program Officer" in the subject line to: IndyAA@lisc.org. 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, EQUITY, INCLUSION AND JUSTICE