



Local Initiatives Support Corporation
Position Description

POSITION TITLE: Assistant Program Officer
REPORTS TO: Puget Sound – Executive Director
JOB CLASSIFICATION: Non - Exempt / Full Time,
LOCATION: Seattle, WA (*Hybrid*)

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.

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

Position Description

The Puget Sound office of the Local Initiatives Support Corporation (LISC) seeks a professional to fill the position of Assistant Program Officer. This position reports to the LISC Puget Sound Executive Director. LISC Puget Sound works with nonprofit, community-based organizations to develop affordable housing, commercial enterprises, and community facilities. Over the last 30 years, LISC has made more than \$1 billion in social investments throughout Washington, including COVID-19 relief for more than 100 small business owners and community-based organizations. We also invest in health, economic development, financial well-being and environmental sustainability so that the communities our partners serve are good places to live, work, do business and raise children. For more information visit <https://www.lisc.org/puget-sound/>.

Responsibilities

The Assistant Program Officer will support LISC Puget Sound programs focused on economic development, affordable housing, health equity, financial opportunity, and capacity building. The Assistant Program Officer will be responsible for providing a range of administrative, grant management and reporting functions to support the LISC Puget Sound team. The ideal candidate will be proactive, well organized, possess strong administrative and computer skills. Periodic travel

outside of the Puget Sound area for peer learning, training and national LISC activities about 5% annually.

Specifically, the Assistant Program Officer will:

- Support LISC Puget Sound team in facilitating and growing programs through administrative and project management support.
- Write, disburse, oversee, and monitor grants to partner agencies, provide technical assistance, and identify best practices related to specific programs. Grants management includes tracking performance, monitoring outcomes and reporting.
- Prepare clearly written and visually appealing reports, such as private funder narrative/financial reports, compliance reports, and other required reports as assigned.
- Administer the LISC AmeriCorps program including building relationships with members and partner sites, coordinating meeting logistics, project activities, and ensure program compliance. Must also coordinate the professional development of AmeriCorps members.
- Support local Financial Opportunity Center work by providing organizational resources and networking opportunities, strategic guidance, planning and project management
- Provide support for trainings, conferences, and special events including logistics, virtual meeting platforms and food arrangements.
- Coordinate program consultants, track contracts, and process invoices.
- Perform administrative, special projects and other related duties as assigned.

Qualifications

- Bachelor's degree from an accredited college or university or equivalent experience.
- Minimum two to three years of work experience, including some program or project management and community development experience.
- Solution-oriented individual who is self-directed, and able to successfully work simultaneously on multiple tasks and projects, and set priorities for a challenging workload
- Strong organizational skills, attention to detail, and timely reporting with deadlines
- Work collaboratively with co-workers and representatives from the nonprofit, philanthropic, public and corporate sectors and operate in a team setting
- Experience with grants management, federal grant reporting a plus.
- Strong verbal and written communications and relationship skills.
- High level of proficiency in Microsoft Office suite and ability to navigate new software specific to program initiatives.
- Passion for the mission of LISC and demonstrated commitment to the community development sector including its critical role in advancing racial equity and inclusion.

LISC offers a competitive salary and excellent benefits.

Please send cover letter and resume via e-mail with "**Associate Program Officer**" in the subject line to: pugetsound@lisc.org. We thank all applicants for their interest; however only those candidates selected for interviews will be contacted. Priority will be given to applications received by Friday, May 20.

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