POSITION TITLE: Program Assistant
REPORTS TO: Executive Director
LOCATION: Toledo, Ohio
CLASSIFICATION: Full Time/Non-Exempt

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 $22 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. Visit us at www.lisc.org

Job Overview
Local Initiatives Support Corporation (LISC) seeks an organized, self-motivated individual to become the
Program Assistant in its Toledo office. The Program Assistant will be responsible for ensuring efficient office
operations by providing a range of administrative functions to support the LISC Toledo office. The successful
candidate must be proactive, organized, familiar with budgeting, and able to handle multiple tasks and work
well with others; possess outstanding administrative and computer skills; and have excellent oral and written
communication skills.

The position offers an excellent working environment and exposure to a broad range of community
development activities. For more information about LISC Toledo, visit our websites at www.toledolisc.org
Responsibilities

- Manage, track, and update donor lists, records, and communication materials used for fundraising
- Process and track revenue and expenses monthly for accuracy, provide financial management support to include: invoicing, updating payment status, proactively communicating with the finance and accounting teams
- Process all incoming checks and track status of all receivables
- Process grant disbursements, and coordinate compliance monitoring and reporting
- Plan and coordinate events to include: support for trainings, conferences, and special events, logistics, and refreshment arrangements
- Assist with Local Advisory Board meetings, with responsibility for minutes, logistics, and meeting coordination
- Manage and update contact lists
- Provide volunteer management and support training and program coordination of the VITA (Volunteer Income Tax Assistance) initiative of the Toledo Financial Opportunity Center Network
- Develop and enhance processes/procedures to effectively manage daily operations of the LISC Toledo office
- Distribute mail, overnight packages, respond to phone and email inquiries from the public, maintain office and meeting space, proactively ensure office is prepared for meeting and guests
- Order office supplies and manage inventory to ensure adequate supplies for the office and staff
- Work with LISC IT to maintain/troubleshoot LISC operating systems, software, applications, & computer & other office equipment
- Provide administrative support to the Toledo LISC staff
- Perform other related duties as assigned

Qualifications

- Bachelor’s Degree from an accredited college or university is preferred.
- Minimum two years of work related office administrative and financial experience.
- Previous experience in for community development work a plus.
- Superior interpersonal skills and the ability to work independently as well as part of a team.
- Good problem-solving skills with a willingness to be flexible and proactive in a fast-paced and challenging work environment.
- Well-organized, detail-oriented, and able to prioritize and handle multiple tasks without compromising quality.
- Proficiency in the use of the internet and Microsoft Office applications (Word, Excel, Power Point, Outlook) required.
- Familiarity with social media and web development a plus.
- Experience working effectively with senior-level staff and stakeholders, including individuals and communities of diverse racial, ethnic, economic, social, and educational backgrounds.
- Excellent written and oral communication skills.
- Excellent customer service skills

Compensation: LISC offers a competitive salary and excellent benefits.

To Apply: Submit a resume and cover letter to: “PA Search” kcutcher@lisc.org

LISC IS AN EQUAL OPPORTUNITY EMPLOYER
COMMMITTED TO DIVERSITY, EQUITY, INCLUSION & JUSTICE