**POSITION TITLE:** Program Assistant  
**REPORTS TO:** Executive Director  
**CLASSIFICATION:** Full Time/Non-Exempt  
**LOCATION:** Memphis, TN

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### What We Do
With residents and partners, LISC forge 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 the Bay Area and in 2,400 rural counties across 49 states and Puerto Rico. Visit us at [www.lisc.org](http://www.lisc.org).

LISC Memphis, one of LISC’s newest office, opened on September 21, 2020. LISC Memphis works collaboratively in partnerships with community groups, local government, philanthropy and the business sector in pursuing the creation of affordable housing, equitable economic growth, more racially just systems and policies, and increased community development capacity.

### Job Overview
Local Initiatives Support Corporation (LISC) 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 Memphis office. In addition, the Program Assistant will provide support to the Memphis 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 demonstrate cultural competency working with diverse communities; a strong commitment to diversity, equity, inclusion and justice. They must be proactive, organized, familiar with budgeting, able to perform multiple tasks, and possess outstanding administrative and computer skills. In addition, they must work well with others and possess superior oral and written communication skills. The position offers an excellent working environment and exposure to a broad range of community development activities.
Administrative Responsibilities

- Administer, track, and update donor lists, records, and communication materials used for fundraising
- Process and track local office revenue and expenses monthly for accuracy; provide financial management support to include: invoicing, updating payment status, proactively communicating with LISC National finance and accounting teams
- Process all incoming checks, gifts, grants and track status of all receivables
- Plan and coordinate events logistics to include: trainings, conferences, and special events
- Assist with Local Advisory Committee and other meetings (scheduling, logistics, coordination, and minutes)
- Develop and enhance processes/procedures to effectively manage daily office operations
- Respond to phone and email inquiries from the public, manage mail, maintain office and meeting space, proactively ensure office is prepared for meeting and guests
- Order office supplies and manage inventory to ensure adequate supplies
- Work with LISC IT to maintain/troubleshoot LISC operating systems, software, applications, computer & other office equipment
- Develop and maintain strong working relationships with local Program staff and national LISC backroom operations staff
- Provide administrative support to the LISC Memphis team
- Work with the following LISC platform of software to accomplish tasks: Salesforce, Certify, NetSuite, ADP and Box
- Coordinate with the National Communications team, prepare content for publication including newsletters and press releases and as required update our social media accounts & mailing list

Program Responsibilities

- Support LISC Memphis initiatives, including tracking and reporting on grant outcomes, preparing grant agreements, reviewing financial reports, processing grant disbursements, and supporting grant compliance
- Support program delivery and design including but not limited to conducting research, distributing findings, determining best practices, holding meetings with interested parties, and coordinating project activities
- Perform other related duties as assigned

Qualifications

- Associate degree from an accredited college or university or comparable work experience
- Minimum 3+ years’ related work experience in administration or community development preferred
- Superior writing and communication skills
- Experience analyzing and organizing conceptual and quantitative information
- Ability to multi-task and set priorities with strong attention to detail, organization, reporting requirements, deadlines, and accuracy
- Ability to work independently, with minimal supervision, as well as part of a team
- Proficiency in Microsoft Office Suite applications
- Familiarity with WebEx, MS Teams, Box, and Salesforce preferred
- Familiarity with social media, web development and Photoshop a plus
- Experience working effectively with diverse staff and stakeholders
- Superior customer service skills

Compensation: LISC offers a competitive salary and excellent benefits.

To Apply: Submit a resume and cover letter via email with “PA Search” in the subject line to liscmemphis@lisc.org. No phone calls please. Only those candidates selected for interviews will be contacted.

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