



**LOCAL INITIATIVES SUPPORT CORPORATION**  
**Position Description**

POSITION TITLE: Assistant Program Officer  
REPORTS TO: Executive Director  
JOB CLASSIFICATION: Non-Exempt / Full Time  
LOCATION: Phoenix, AZ

**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 \$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 32 markets with offices extending from Buffalo to San Francisco. Visit us at [www.lisc.org](http://www.lisc.org).

## **LISC Phoenix**

LISC Phoenix was formed in 1992 and since its inception, has collaborated with place-based organizations and our corporate, foundation and public partners to create an innovative approach to working with neighborhoods that face systemic challenges. More information can be found at [www.liscphoenix.org](http://www.liscphoenix.org).

This role offers an exciting opportunity to work on innovative community development initiatives that are addressing housing affordability, equitable economic development, income inequality and racial equity in metro-Phoenix. The Assistant Program Officer will build strong program management skills while providing support to program staff on key initiatives.

In addition, the Assistant Program Officer will support the network of Financial Opportunity Centers in metro-Phoenix. LISC supports a national network of 90+ Financial Opportunity Centers in more than 30 cities across the country. Financial Opportunity Centers (FOCs) focus on the financial bottom line for low-to- moderate income individuals. This means changing people's financial behavior in a way that encourages them to make a long-term commitment to increasing income, decreasing expenses and acquiring assets.

The ideal candidate will have strong administrative and project management skills, knowledge of community economic development and financial stability, and experience advancing equitable communities.

## **Key Responsibilities**

Under the supervision of the Executive Director and in collaboration with program staff, the Assistant Program Officer will:

- Assist in overseeing programmatic and financial grant compliance, including reviewing financial reports and facilitating annual site visits.
- Assist in grant management, including processing grant agreements and consultant contracts, monitoring progress, and processing payments.
- Provide logistical and programmatic support for special events such as meetings, convenings, conferences, training workshops and tours.
- Coordinate internal and external calendars to set up meetings and events.
- Represent LISC at community meetings, as needed.
- Monitor and update internal reports and data lists across programs.
- Train and support non-profit partners and their staff to successfully implement the Financial Opportunity Center model.
- Oversee data quality and analysis for the Financial Opportunity Center outcomes data management system on Salesforce.
- Contribute to office-wide fundraising, communications, policy research, and community engagement activities.
- Assist with other special projects and duties as assigned.

## **Qualifications**

- Bachelor's degree from an accredited college or university required, however significant experience may be considered as a proxy.
- Minimum 2-3 years of professional experience with administrative and project management responsibilities.
- Experience implementing financial stability programming in the community and workforce development field. Experience in micro-entrepreneurship preferred.
- Experience reviewing large datasets for quality and analyzing data for trends.
- Strong meeting planning, facilitation, and training skills.
- Ability to embrace and promote a culture of individual and shared trust and accountability – internally and externally.
- Ability to communicate effectively and work collaboratively with co-workers and representatives from the nonprofit, corporate, philanthropic, and public sectors.
- Commitment to accuracy and attention to detail.
- Ability to work simultaneously on multiple tasks and projects, set priorities for a time-sensitive workload, and be a positive, solution-oriented professional.
- Proficiency with Microsoft Office Suite of programs, especially Outlook, Word, Excel and PowerPoint. Candidate must also have the capacity to learn and navigate new software required for all LISC employees and for specific program initiatives.
- Experience with federal grant monitoring and compliance preferred.

## **Compensation**

LISC offers a competitive salary and excellent benefits.

**We invite people to apply who have experience working with diverse populations and who possess general expertise in community development, and/or specific expertise in economic development, affordable housing and program management.**

## **To Apply:**

Please submit cover letter and resume to Frieda Pollack at [fpollack@lisc.org](mailto:fpollack@lisc.org). Indicate "Assistant Program Officer" in the subject line. No calls please.

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