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

Focus on Health, Childcare and Early Learning
LISC recognizes that our work significantly influences social determinants of health for children, youth and adults – from housing, small business and educational facility investments to workforce programs and safety and justice initiatives. Addressing racial inequity in these areas is critical to health and wellness for the communities we serve and the nation at large – a fact amplified by the pandemic.

The National Health & Early Learning team works with LISC colleagues in varied roles, as well as national and community partners, to maximize community development investments as drivers of wellness and opportunity. For the part of our team focused on health, strategic priorities include...
forging partnerships with healthcare enterprises that bring new resources, perspectives and tools to our communities, and developing measurement strategies to capture the health impact of community development investments and programs.

Given the significant impact that quality early learning options have on child wellness and family financial stability, a subset of our team focuses on expanding equitable access to quality childcare and early education options across rural and urban America. LISC has been an advocate, thought leader and resource in the field on early childhood facility policy, financing and practice for more than two decades, and we are expanding our work in this area in light of the significant opportunities to rebuild the industry with a focus on equity in the wake of the COVID-19 pandemic.

The Assistant Program Officer role offers an exciting opportunity to work and learn with the Health and Early Learning team and in collaboration with many other parts of LISC at a time when the urgency of health equity is in the spotlight and the organization is rising to the challenge of supporting people and communities to thrive.

**Key Responsibilities**

Under the supervision of the Vice President for Health, the Assistant Program Officer will:

- Support program marketing and communications, including developing slide decks, concept notes and other creative approaches for sharing LISC’s work in health, childcare and early childhood education
- Assist in managing projects executed in collaboration with community-based organizations and other partners, including crafting grant and consultant scopes, organizing meetings and monitoring progress against goals
- Coordinate work with other internal LISC teams by organizing meetings, preparing agendas and supporting follow up
- Support program fundraising and funder stewardship by writing grant applications, updating internal reports and managing external report preparation
- Provide programmatic and logistical support for special events such as webinars, meetings, conferences, and training workshops (all virtual for the time being)
- Gather and synthesize information to support program and partnership development
- Assist with other special projects and duties as assigned.

**Qualifications**

- Bachelor’s degree from an accredited college or university is preferred, however significant experience may be considered a proxy.
- Minimum 2 years of professional experience in community development with some combination of administrative, communications, project management, and research responsibilities.
- Professional working knowledge of the economic, political, and social forces shaping opportunity and health equity in U.S. communities
- Experience analyzing data and research reports for program development is preferred.
- Experience with grant monitoring and compliance is preferred.
• Highly motivated, self-directed, able to successfully work simultaneously on multiple tasks and projects; solution-oriented professional.
• Ability to work collaboratively with co-workers and representatives from the nonprofit, philanthropic, public and corporate sectors and operate in a team setting.
• Strong verbal and written communication skills; ability to write clear and concise business communications such as memos, reports and meeting summaries.
• Commitment to accuracy and attention to detail, with skills in presentation design preferred
• High level of proficiency in Microsoft Office Suite including Outlook, Word, Excel and PowerPoint. Candidate must have the capacity to learn and navigate new software programs.
• Passion for the mission of LISC.

**Compensation**

LISC offers a competitive salary and excellent benefits.

**To Apply:**

Please submit cover letter and resume to Julia Ryan at health@lisc.org

Indicate “Assistant Program Officer” in the subject line. No calls please.

**LISC IS AN EQUAL OPPORTUNITY EMPLOYER**

**COMMEDITED TO DIVERSITY, EQUITY, INCLUSION, AND JUSTICE**