Position Title: Program Assistant II
Position Location: New York City
Job Classification: Non-Exempt / Full Time
Reports to: Senior Policy & Communications Officer

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 36 markets with offices extending from Buffalo to San Francisco. Visit us at www.lisc.org

NYC LISC
The New York City office of the Local Initiatives Support Corporation (LISC) seeks a professional to fill the position of Program Assistant II. This position reports to the Senior Policy & Communications Officer.
Background
LISC is a national nonprofit organization, which provides financial and technical assistance to neighborhood-based nonprofit community development corporations (CDCs) working to improve housing and economic conditions in distressed neighborhoods. The New York City program works with CDCs and community-based entrepreneurs throughout the city to develop affordable multifamily rental housing, homeownership opportunities, commercial enterprises and community facilities.

LISC New York City raises grants, loans and equity for strategic investments in community development organizations. We commit to working with community groups over a long period of time, providing them with consultation and training in addition to financial support to help these organizations – and the residents they serve – prosper as they improve their communities. In New York City, LISC and its affiliates have invested over $3 billion in nonprofit and local developers resulting in the creation of over 30,000 apartments and 2,000,000 square feet of commercial, industrial, and retail space.

Position Description
The New York City office of the Local Initiatives Support Corporation (LISC NYC) seeks a professional to fill the position of Program Assistant II to assist with a portfolio of programs in the areas of policy development, communications, thought leadership, social media, and fundraising. This position reports to the LISC NYC Senior Policy & Communications Officer. The ideal candidate has some experience with data collection and analysis, and communications, and is interested in gaining experience with community and economic development programs.

Responsibilities:
- Support LISC NYC’s initiatives embedded in racial equity and coordinated across targeted communities throughout New York City.
- Assist in planning and managing LISC NYC’s communications messaging on all platforms.
- Conduct policy research and analysis, by collecting outcome metrics and assessing impact.
- Provide logistical and programmatic support for webinars, meetings, trainings, events, and peer gatherings.
- Assist colleagues with grant application reports on funding for LISC NYC programs.
- Collect data on programmatic outcomes.
- Assist in the production of reports, on LISC NYC’s work, community development, and related policy issues.
- Assist with responding to inquiries from the general public on community and economic development programs and other special projects/initiatives, as necessary
- Assume responsibility for special projects and other assignments, as needed.
Qualifications:
- Bachelor’s Degree from an accredited college or university in urban studies, public administration, communications or similar field preferred;
- Work or academic experience in data collection and analysis, and/or communications, preferably in areas related to community and economic development.
- Interest in the nonprofit sector and community development.
- Excellent writing, communication, and organizational skills.
- Excellent technical skills including competency in full Microsoft Office suite, and learning new applications.
- Work simultaneously on multiple tasks and set priorities for a challenging workload.
- Conscientious and very detail oriented.

Compensation:
LISC offers a competitive salary and excellent fringe benefits.

To apply:
Please send a cover letter and resume via email with "Program Assistant II" in the subject line to:
liscnycresumes@lisc.org

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