POSITION TITLE: Assistant Program Officer
REPORTS TO: Vice President of Rural LISC
JOB CLASSIFICATION: Non-Exempt / Full Time, Grade 11
LOCATION: Flexible, Continental USA (remote)

THE ORGANIZATION:

What We Do
With residents and partners, LISC forges resilient and inclusive communities of opportunity across America.

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 maximize impact.
- Develop leadership and organizational capacity to strengthen investment and resilience.
- 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 San Francisco and in 2,400 rural counties across 49 states and Puerto Rico. Visit us at www.lisc.org

Job Overview:
Rural LISC was established in 1995 and currently serves 140 partner organizations in 49 states and Puerto Rico. We develop and deploy programming to enhance access to capital to support a variety of community development programs, including (but not limited to): broadband and infrastructure, housing, workforce development and disaster recovery and resilience planning.
The Rural program of the Local Initiatives Support Corporation (LISC) seeks a professional to fill the position of **Rural Assistant Program Officer**. The position reports to the Vice President responsible for oversight of Rural LISC. The Vice President is responsible for oversight of all programmatic, financial, fund development, communications, Advisory Committee, external and internal relationship building and operations of Rural LISC. The Rural Assistant Program Officer will provide support to the Vice President and other Rural LISC staff, as directed, in a wide variety of programmatic areas.

**Responsibilities:**

- Work with the Vice President to ensure that the scope and direction of all related projects are on schedule, including assisting with project reporting and compliance needs.
- Coordinate VP scheduling (utilizing Microsoft Outlook) and travel arrangements. Assist with administration related to meeting follow-up (as needed). This may include drafting some correspondence, minutes and preparing expense reports and corresponding data input.
- Attend meetings and participate in calls, develop agendas, and maintain notes and/or minutes for various projects and internal and external meetings (as needed).
- Assist Vice President with program development and fund development research, gather and analyze data to support programmatic strategies and outcomes and draft associated documents.
- Assist in the preparation of memos, presentations and speeches as needed by Vice President.
- Assist in preparation of in person and virtual events and trainings, including note taking for the Rural Advisory Committee and sending meeting packages.
- Help strengthen internal and external business partnering and relationship development by ensuring timely follow-up of requested materials.
- This position may require some travel (approx. 15%-20% estimated annually) but can be performed remotely.
- Perform all other duties as assigned including assisting Leadership Team Members (as needed and as directed by the VP).

**Qualifications:**

- Undergraduate degree from an accredited college or university or project management training and/or certification preferred.
- Minimum of two (2) years of experience working in a professional field, nonprofit preferred.
- Strong organizational skills, efficient and detail-oriented; strong skills in oral communication.
- Ability to collaborate with diverse colleagues, multiple teams, and local partners across a wide geography.
- Excellent communication, writing and editing skills.
- Excellent computer skills including competency in full MS Office Suite; MS Teams, WebEx, Zoom, Microsoft Project required.
- Self-directed, independent worker who takes initiative and is interested in helping to create systems and processes to support this position.
- Capacity to simultaneously work, in an organized and independent way, on multiple tasks and set priorities for a challenging workload.
- Demonstrated commitment to working in the nonprofit sector.

**Compensation:**

LISC offers a competitive salary and excellent benefits.
To Apply:
Please send cover letter and resume via e-mail to: rurallisc@lisc.org

We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.

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