LOCAL INITIATIVES SUPPORT CORPORATION
Job Description

POSITION TITLE: Assistant Program Officer - Economic Development - Los Angeles
REPORTS TO: Program Officer
JOB CLASSIFICATION: Full Time / Exempt
LOCATION: Los Angeles, CA

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

- Invest in housing, businesses and other community infrastructure to catalyze economic, health, safety and educational mobility for individuals and communities.
- Develop leadership and the capacity of partners to advance our work together.
- Strengthen existing alliances while building new collaborations to increase our impact on the progress of people and places.
- Equip talent in underinvested communities with the skills and credentials to compete successfully for quality income and wealth opportunities.
- 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 Diego. Visit us at www.lisc.org.

THE POSITION
LISC LA seeks a professional to fill the position of Assistant Program Officer (APO). The APO supports functions related to LISC LA’s comprehensive economic development programs. LISC LA champions strategies that promote equity and economic inclusion in low-income communities across LA County. We invest in partners, programs, and policies that catalyze entrepreneurship, create living-wage jobs, and support access to capital and opportunity for small business owners in low-to moderate income neighborhoods. The APO will support the implementation of LISC LA’s comprehensive economic development loan and grant programs. Responsibilities include: assisting in the development and administration of deploying grants, loans, and technical assistance to small businesses and non-profits across the County of Los Angeles.
Key Responsibilities

- Assist with grant fund deployment tasks, including marketing of the program, intake and review of applicant submissions, communicating with grantees, and general Fund administrative operations;
- Assist with developing technical assistance programs for businesses in key sectors, such as personal care businesses and restaurants that will support their operations during and post Covid-19 pandemic;
- Assist with underwriting of small businesses and non-profits for economic development lending pipeline;
- Assist with developing and deploying county-wide loan fund for small businesses and non-profits;
- Assist with writing and editing reports, blogs, and other communications materials;
- Provide Grants Management assistance including but not limited to processing federal grant awards, consultant agreements, disbursement requests, invoices, and managing all compliance and reporting requirements;
- Perform partner outreach and community engagement activities as needed;
- Provide logistical and program reports for meetings, special events, trainings, and webinars.

Qualifications

- Bachelor’s degree required- concentration in finance, business administration, or similar field a plus;
- 1-3 years of work experience in community development or related field preferred. Experience should include successful track record with financial models, program development, and/or other economic development work.
- Experience directly working with small businesses;
- Capacity to work simultaneously on multiple tasks and projects;
- Excellent research, organization and communication skills;
- Ability to be flexible, multi-task, and work in fast-paced environment;
- Some knowledge of the economic, political and social landscape of LA County.

To Apply

This is a full-time position with a competitive salary and excellent benefits. Please send cover letter and resume via email with "Assistant Program Officer" in the subject line to Emma Kloppenburg, ekloppenburg@lisc.org. Applications will be accepted until position is filled. No phone calls please.

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