

Position Title: Assistant Program Officer-Financial Opportunities

Position Location: Philadelphia, PA

Job Classification: Full-time non-exempt

Reports To: Program Officer-Financial Opportunities

**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 $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](http://www.lisc.org/).

**LISC Philadelphia is the Philadelphia chapter of LISC. Its three community development priorities are: 1) affordable housing, 2) economic development and 3) equitable neighborhoods. As part of its theory of change, it has identified its primary roles as: capacity builder, lender/investor, convener, advisor, advocate and systems innovator. To learn more about Philadelphia LISC, please visit:** [**www.lisc.org/philly/**](http://www.lisc.org/philly/)

**Position Description:**

LISC Philadelphia seeks an individual with a commitment to economic inclusion and empowerment to fill the position of **Assistant Program Officer-Financial Opportunities**. This position will support LISC Philadelphia’s income and wealth building activities with community partners, including Financial Opportunity Centers (FOCs), Bridges to Career Opportunities (BCOs), and a collaborative place-based model for providing poverty alleviation services. This collaborative leverages a network of partner organizations to connect families to critical poverty alleviation services including housing, income, food assistance, and tax services. FOC partner organizations deliver an integrated set of career coaching, financial coaching, and income supports access services to help community residents access family-sustaining jobs, access financial products and build credit, and build assets. BCOs are enhanced FOCs offering contextualized adult basic education and career pathways focused on middle-skills jobs with opportunities for career and wage advancement.

This Assistant Program Officer (APO) will report to the Program Officer-Financial Opportunities, work closely with CDCs and other organizational partners, and will collaborate with Philadelphia and National LISC colleagues.

**Key Responsibilities:**

* Support Program Officer in the local Financial Opportunity Centers (FOC) and Bridges to Career Opportunities (BCO) strategy and implementation.
* Manage place-based collaborative of service providers and cross-neighborhood networks that advance strategies to increase resident income and wealth building opportunities.
* Manage a large public-private grant that is the primary funding source for a place-based service collaborative.
* Plan, coordinate, and facilitate meetings, trainings, and workshops for community partners.
* Support and enhance capacities of community partners to collect and analyze program data, and to use data to improve program performance.
* Track data and develop accurate, accessible, and up-to-date reports on partner program accomplishments.
* Administer grants to community partners, and contracts with consultants.
* Assist in preparing and managing program budgets, in consultation with the Program Officer and other staff.
* Work with local and national colleagues in support of Community Development Corporation (CDC) capacity building, place-based initiatives, and policy issues that impact communities that LISC serves.
* Collaborate with other LISC departments as needed in support of wealth building opportunities and equitable economic development.
* Assist the Resource Development team in identifying funding opportunities and preparing proposals, applications, reports, presentations and tours.
* Assist the Communications team in identifying and sharing LISC’s work and the work of community partners.
* Assume responsibility for special projects and other assignments, as needed.

**Qualifications**

* Bachelor’s degree from an accredited college or university preferred, or the equivalent combination of work experience and education.
* Minimum 2 years’ experience in community development, workforce development, financial education or related field. Program or project management experience in or with community-based organizations is preferred.
* Experience with data management and analysis.
* Experience with contracts management, grant administration, and compliance.
* Skilled at collaboratively designing and implementing programmatic solutions.
* Keen interest in and commitment to the community development mission of LISC.
* Highly motivated, solution-oriented individual who is self-directed, and able to successfully balance multiple priorities and time-bound projects/programs.
* Demonstrated commitment to an inclusive, racial-equitable, community-based, resident-driven model of community development and decision-making.
* Demonstrated commitment to cultural sensitivity and familiarity with the racial and ethnic diversity represented in the communities that we serve in the city of Philadelphia, including but not limited to North Philadelphia, West Philadelphia, and Southwest Philadelphia.
* Ability to navigate the economic and political environments of Philadelphia and interact with a diverse range of individuals and organizations, including but not limited to, residents, community development organizations, public agencies, private developers, funders and lenders.
* Working knowledge of the economic, political, and social environments of Philadelphia, especially lower-income neighborhoods, organizations, and community development efforts.
* Excellent oral and written communication skills.
* Bilingual- Spanish-speaking, preferred.
* While LISC is still working remotely, candidates must be local to the Philadelphia area.

**Compensation**

LISC offers a competitive salary and excellent benefits.

**To Apply**

Submit cover letter and resume to tamccoy@lisc.org. Please include “Assistant Program Officer” in the subject line of your email. Applications are accepted on a rolling basis, with preference given to those received by March 25, 2022. We thank all applicants for their interest; however only those candidates selected for interviews will be contacted. No phone calls please.

**LISC IS AN EQUAL OPPORTUNITY EMPLOYER**

**COMMITTED TO DIVERSITY AND INCLUSION**