



Job Announcement

ASSISTANT PROGRAM OFFICER

LOCAL INITIATIVES SUPPORT CORPORATION BAY AREA OFFICE

The Bay Area Local Initiatives Support Corporation seeks an Assistant Program Officer (APO) to work with a dynamic team of professionals committed to revitalizing neighborhoods and supporting lower income families. The Assistant Program Officer will be part of LISC's Green Connection team, which links owners and managers of affordable multi-family housing and other community facilities to an array of technical assistance aimed at improving energy efficiency and incorporating green building practices within their buildings.

Now active in more than 30 cities around the country, the Local Initiatives Support Corporation (LISC) is the nation's largest nonprofit intermediary in the community development and affordable housing fields. Bay Area LISC has been working since 1981 to support locally driven community development efforts to improve the quality of life in low-income Bay Area communities. We help community-based organizations transform communities and neighborhoods into healthy ones - good places to live, do business, work, play, and raise families. Our strength lies in our strong partnerships with the public, private, and nonprofit sectors and our commitment to locally based community revitalization. We marshal resources from around the region and the nation, providing capital, skills, tools, and knowledge to grow and sustain place-based initiatives. We have financed the construction or rehabilitation of 11,000 units of affordable housing and more than 1.2 million square feet of retail and community facility space. For more information about national LISC and the Bay Area LISC program, visit our websites at www.lisc.org and www.bayarealisc.org.

ABOUT GREEN CONNECTION

Bay Area LISC's Green Connection program promotes energy efficient and green affordable housing through technical assistance, trainings, grants, financing, and policy support. The Green Connection program builds the capacity of the affordable housing sector to understand and utilize energy efficiency, renewable energy, resource conservation, green building, and green maintenance mechanisms. In this way, Green Connection helps to partner the community development field with the environmental movement to create healthy and sustainable communities for all – and particularly for low-income individuals and families. Green Connection also strives to incorporate green practices into neighborhood building efforts more broadly.

ASSISTANT PROGRAM OFFICER RESPONSIBILITIES

The LISC Green Connection Assistant Program Officer will work with affordable housing developers and managers, as well as other community development practitioners, to provide information on energy efficiency and green building resources to facilitate the construction and rehabilitation of green affordable housing. The Assistant will support lending activities to facilitate the development of housing and community facilities, and participate in LISC teams working on targeted neighborhood initiatives. The Assistant Program Officer (APO) will report to the Green Connection Program Officer.

Responsibilities of the Assistant Program Officer include:

- A. Support Bay Area LISC's partnerships with Build It Green and the Green Affordable Housing Coalition: The goal of these partnerships is to build the capacity of affordable housing developers and providers to build and maintain green projects and to institutionalize the knowledge and practice of green building within the affordable housing field.
- B. Conduct training, including the current set of LISC trainings about greening affordable housing. Assist with **training, lending and tracking** activities to facilitate the financing and development of affordable housing and community facilities.
- C. Ensure that affordable housing developers and property managers have access to information on energy efficient and green building practices. Assist with the development and utilization of Green Connection resources.
- D. Maximize the number of green building and sustainable community revitalization projects in targeted neighborhood initiatives, e.g. **green affordable housing and schools**, green festivals, parks, **playing fields** and recreation activities, and access to healthy foods.
- E. On-Going Program Support: Work with Program Officers to ensure Green Connection and Community Real Estate Development programs meet targeted milestones and objectives.

QUALIFICATIONS

The APO is a career-track position in the field of community development; the applicant should be committed to a career in community development and planning. A Bachelors degree is required. Graduate level education in urban planning, policy, business, or related fields is desirable. Significant work experience in community development, neighborhood organizing, or political advocacy is a plus. Experience in affordable housing, green building, and energy efficiency is preferred.

Required Qualifications

- Bachelor's degree, Master's degree preferred.

- Demonstrated ability to work professionally and productively with individuals and communities of diverse racial, ethnic, economic, social and educational backgrounds.
- Strong professional oral and written communication skills.
- Good range of computer skills and experience with software applications.
- Excellent work and project organizational skills.
- Highly motivated, self directed, and able to perform multiple tasks with limited supervision.
- Strong facilitation and training skills.
- Flexible and positive attitude with group processes, a good sense of humor, patience and integrity

COMPENSATION

LISC offers a competitive annual salary and excellent benefits package.

APPLY TO

Qualified applicants should submit a resume and brief cover letter describing their interest in the position.

**Search: Green Connection
Assistant Program Officer**

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San Francisco, CA 94104

Email: BALISC@lisc.org

DEADLINE: Position open until filled.

LISC IS AN EQUAL OPPORTUNITY EMPLOYER