



JOB ANNOUNCEMENT
LOS ANGELES LOCAL INITIATIVES SUPPORT CORPORATION

ASSISTANT PROGRAM OFFICER
CONSULTANT POSITION

The Los Angeles program of Local Initiatives Support Corporation (LISC) -- a national nonprofit providing training, technical assistance, and financing to organizations engaged in a broad array of community building activities seeks an Assistant Program Officer/Consultant to work with a dynamic team of professionals committed to revitalizing neighborhoods and providing housing, services and other opportunities to lower income families.

ABOUT LISC

LISC is the nation's leading nonprofit community development support organization. The organization assists non-profit community development organizations in their efforts to transform neighborhoods into healthy, affordable communities for all. LISC marshals private sector resources and provides capital, grants and capacity building programs to community-based organizations in low- and moderate- income neighborhoods enabling them to set priorities, shape the process of community renewal, and develop real estate projects. Founded 28 years ago, LISC provides training, expert technical assistance, management support, high leverage grants, and project financing. Our core programs support organizations that build and manage affordable housing, improve commercial districts, and develop community-serving commercial space and facilities. Across the country, LISC has 30 state and local programs and also provides support to rural communities in 36 states. Since its inception, LISC has marshaled more than \$8.6 billion from 3,100 investors, lenders and donors. In over 300 urban neighborhoods and rural communities nationwide, LISC has helped 2,800 organizations build or rehabilitate more than 230,000 affordable homes and more than 32 million square feet of retail, community and educational space totaling \$25.3 billion in development.

ABOUT LOS ANGELES LISC

Los Angeles LISC was established in 1987. During its 20 year tenure in Los Angeles, LISC and its affiliates have raised and invested over \$425 million and helped over 100 community development corporations (CDCs) across the city build over 7,800 new homes and apartments for approximately 23,000 residents, and construct 1.2 million square feet of commercial, industrial, retail and community space, including 14 schools serving over 6,500 students. LA LISC's investments have leveraged \$1.2 billion in financing from other private and public sector entities and enhanced economic vitality in distressed urban communities.

Over the past few years, LA LISC has continually placed in the top four across the country with the provision of over \$30 million in acquisition and predevelopment financing to support projects ranging from affordable housing to charter schools and other facilities.

ASSISTANT PROGRAM OFFICER CONSULTANT POSITION

The Assistant Program Officer position will be primarily responsible for the implementation of the program's Relocation Agreement with the Los Angeles Unified School District (LAUSD). The position will also provide support to Program Officers in the implementation of the Sustainable Communities Program and in the management of loan and grant underwriting portfolios.

Specific responsibilities of the Assistant Program Officer will include:

- ◆ Serve as LISC's liaison with LAUSD
- ◆ Contract management
- ◆ Outreach and marketing the LAUSD Relocation Program to affordable housing developers
- ◆ Coordinating the availability of housing units with LAUSD's needs for relocation units
- ◆ Maintaining a database of available inventory and placements
- ◆ Managing billing and reporting requirements with the LAUSD
- ◆ Assist with loan monitoring update reports
- ◆ Support Program Officer and CDC community engagement efforts related to Quality-of-Life Planning
- ◆ Perform data analysis and create baseline reports to support planning and subsequent evaluation efforts

Skills and experience required:

- ◆ Familiarity with the community development field and knowledge of affordable housing programs including financing and rental structure
- ◆ Capacity for the development of efficient monitoring, reporting and tracking systems
- ◆ Excellent oral and written communication skills
- ◆ Aptitude for real estate financing and underwriting
- ◆ Excellent interpersonal skills, ability to work independently and as part of a team
- ◆ Broad 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
- ◆ Ability to establish and maintain sound working relationships with management, co-workers, organizations, government staff, and diverse individuals

Contract Scope of Work: The term of the contract will be for six months with a potential of up to one year depending on LAUSD program outcomes. The contract wage will depend on the applicant's experience.

Please send cover letter and resume to:

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LISC IS AN EQUAL OPPORTUNITY EMPLOYER