



## Assistant Program Officer

Local Initiatives Support Corporation (LISC), widely recognized as the nation's premier community development intermediary, has a 30 year history of providing financial and technical assistance to community-based organizations and public entities focused on the redevelopment of urban neighborhoods and rural communities. The organization works in metropolitan areas and rural communities throughout the nation to assist its various partners in the development of affordable multi-family and senior housing, homeownership opportunities, commercial enterprises, community facilities and various community-building programs. LISC works with its partners to make communities good places to work, do business and raise children.

The Affordable Housing Preservation Program (Preservation) and the Housing Authority Resource Center (HARC) at LISC seek an individual with a passion for strengthening communities through effective and thoughtful grant making and related activities. It invites people to apply who have experience working with diverse populations and who possess general expertise in community development, including real estate development, human capital development, economic development and community programming. The position will be based in Philadelphia and reports to the Vice-President for Preservation and the HARC Senior Program Director. More information about LISC and these programs is available at [www.lisc.org](http://www.lisc.org)

### ***Responsibilities:***

- Manage collection of data from various sources for inclusion in rental housing study. Circulate HUD foreclosure and other transaction alerts to local offices and partners.
- Create funder, loan monitoring and other reports as needed.
- Maintain Content Management System and update LISC Online Resource Library with relevant documents and materials.
- Help design/develop communication, marketing and educational materials including program summaries, case studies, postcards etc.
- Manage the recruitment, training and oversight of interns to carry out projects and conduct research. Revise and review job descriptions and work plans as needed.
- Coordinate planning for training and events including content development and managing logistics.
- Maintain office supply inventory. Schedule and coordinate meetings and conference calls as needed.
- Maintain electronic and paper files related to government contracts, consultants and overall program operations. Process billing, payment, amendment requests, corporate card and expense reports in a timely manner.

### **Qualifications:**

- Bachelor's Degree in communication, planning, public policy, urban studies, real estate, social work, or a related field, required.
- Excellent organizational, writing, communication and computer skills. Proficiency with Microsoft Office Suite. Knowledge of Arc View, preferred. Ability to manage multiple and varied projects with strong attention to detail.
- Ability to work independently and as a part of a team. Some knowledge or awareness of community development and neighborhood revitalization. Knowledge of real estate finance and housing authorities and/or privately owned affordable rental housing a plus.

### **To apply send cover letter, resume and writing sample to:**

Mary Paumen, Sr. Program Director, Local Initiatives Support Corporation  
1825 K Street N.W. Suite 1100  
Washington, DC 20006  
[mpaumen@lisc.org](mailto:mpaumen@lisc.org)

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