



Position Announcement
Community Development Associate
Independence Starts at Home

Background

Local Initiatives Support Corporation (LISC) is a national nonprofit organization, which provides financial and technical assistance to neighborhood-based nonprofit community development corporations (CDCs) working to improve housing and economic conditions in distressed neighborhoods. The New York City program works with CDCs and community-based entrepreneurs throughout the city to develop affordable multi-family rental housing, homeownership opportunities, commercial enterprises and community facilities.

The New York City program of Local Initiatives Support Corporation (LISC) seeks candidates for Community Development Associate for its Independence Starts at Home program (ISAH). The position reports to the Community Development Officer who manages the overall program. This position is funded through a one-year contract with the possibility for renewal, based on the availability of funding. The Community Development Associate will spend time in the field as needed and should expect to work occasional evenings and weekends.

LISC NYC launched the ISAH program to link youth aging out of foster care to stable, affordable housing; workforce development; educational opportunities; and wrap-around supportive services. The impetus for this program is recognition on the parts of both LISC NYC and its affordable housing partners of the unique challenges faced by this population. Annually 1,000 young adults “age out” of the City’s foster care system. Many are ill-prepared to live independently. Rates of homelessness and joblessness among them are significantly higher; and educational attainment significantly lower, than in the general young adult population. LISC NYC aims to forge a community-based solution to this problem by creating a disciplined approach for community development corporations (CDCs) to facilitate permanent housing and workforce development opportunities these youth.

Responsibilities:

- Screen and refer potential program participants. Support CDC property management staff with program operations including conducting candidate interviews, ensuring functioning of tenants' associations, tracking participants' employment status, and monitoring rent payments
- Conduct audit and compliance reviews to verify accuracy of tracking system on a monthly basis
- Provide monthly status reports, which include metrics and chart participants’ progress towards meeting program objectives
- Hold quarterly meetings with ISAH team to discuss program progress and make process improvement recommendations
- Build and maintain relationships in the field with a network of social service providers, with particular attention to amplifying the workforce development aspect of the program
- Assist with cultivating relationships with new service providers. Make presentations to potential partners as needed.
- Help participants connect to community and civic organizations for opportunities to build civic leadership and engagement
- Coordinate mental health and other clinical support services
- Organize and conduct forums, conferences, and other events. Conduct ongoing outreach and track the progress of youth (ages 15-20) identified by the Administration for Children’s Service (ACS) & LISC NYC as prospective candidates for ISAH in the future

- Provide training and conduct workshops for program participants, housing providers, city agencies, service providers and service provider network affiliates, covering topics such as best practices and strategies for addressing issues related to youth aging out of foster care

Qualifications:

- Bachelors Degree required, MSW or MA equivalent a plus
- At least 2 years experience working with youth, vulnerable populations, community development; capacity building and/or delivering trainings.

Desired Skills:

- Ability to manage time effectively and efficiently. Comfortable prioritizing work and setting milestones to measure progress and achievement.
- Strong data management and writing skills; attention to detail
- Excellent interpersonal skills and ability to communicate with diverse audiences

LISC offers a competitive salary and excellent benefits. Interested persons should submit a resume and cover letter to resumes@lisc.org.

**LISC IS AN EQUAL OPPORTUNITY
EMPLOYER COMMITTED TO DIVERSITY AND INCLUSION.**