



**Local Initiatives Support Corporation  
San Diego Program  
450 B Street, Suite 1010  
San Diego, CA 92101**

**Position Opening  
Program Assistant**

Local Initiatives Support Corporation (LISC) seeks a Program Assistant for its organizational development and capacity building efforts, which provide financial support, technical assistance, and training to community development corporations (CDCs) in San Diego.

**Background**

LISC assists non-profit community development corporations (CDCs) in their efforts to transform distressed neighborhoods into healthy communities. LISC believes that CDCs are the best vehicles to achieve lasting and positive community change for the benefit of low and moderate income people. These groups are accountable to local residents and engage in a wide range of physical, economic and human development activities. By marshaling private sector resources and extending financial and technical support to CDCs, LISC enables residents to set their own priorities and shape the process of community renewal. LISC operates community development support programs in more than 30 cities, regions, and states.

**Position Description**

The Program Assistant (PA) provides essential program support to the Program Director and Program Officer. The PA assists in monitoring the progress of local CDCs and non profits on their basic activities such as fundraising and program activity; assists in tracking and coordinating the processing of program transactions and reporting among the local groups; provides technical assistance on projects, fundraising, communications or proposal writing and administration.

**Specific Responsibilities**

Assist in monitoring, oversight and development of the capacity building initiative; this program provides competitive, performance based capacity building grants to local non-profits as a stable source of operating funds.

Assist in monitoring, oversight and development of the LISC AmeriCorps program; this program places full and part-time AmeriCorps members with San Diego community development organizations throughout the region.

Assist in writing, monitoring and processing local program actions.

Conduct research and assist with the development and compliance of programs, initiatives and projects.

Coordinate training program that includes but is not limited to: coordination with site and trainers, administration of participant registration system (including registrant database), and staffing workshops.

Maintain LISC website and other communications, including electronic newsletter.

Perform administrative functions and other related duties as provided by the Program Director.

### **Qualifications**

The successful candidate must have knowledge of and strong interest in community development and non-profit housing as a career. Some grant writing preferred. Excellent writing and verbal communication skills are required. Word processing and Excel spreadsheet skills are required. The candidate must have the ability to maintain sound working relationships with senior management, co-workers, business professionals and the general public. Looking for a flexible and enthusiastic self-starter, capable of working with minimum supervision.

A Bachelors degree is required, graduate level education in urban planning, business, or related fields or experience in community development, neighborhood organizing or social services is a plus.

Competitive salary, excellent benefits. Please send or e-mail resume, salary history and cover letter to:

Joe Horiye, Program Director  
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San Diego, CA 92101  
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**LISC IS AN EQUAL OPPORTUNITY EMPLOYER**