

Job Title	GO Neighborhoods Assistant
Employer/ Agency	Houston LISC
Job Description	<ul style="list-style-type: none"> ◆ Oversee detailed financial, program and project databases including working with community partners. ◆ Employ LISC software and systems to coordinate grant disbursements, payment of invoices and other financial management. ◆ Work with consultants and LISC national office to complete contracts and ensure approval, as well as process invoices and small grants, and ensure timely payments. ◆ Oversee the GO Neighborhoods website, including regular program and calendar updates, and serving as the liaison between web developers and community partners. ◆ Assist in planning and coordinating regular community partner meetings and trainings. ◆ Assist with creating and updating GIS maps. ◆ Assist in drafting communications materials/collateral that pertain to GO Neighborhoods. ◆ Occasionally assist in research for reports and presentations. ◆ Provide program support to GO Neighborhoods Program Officer, and other duties as assigned. ◆ Carry out for special projects and other assignments as needed.
Qualifications	<ul style="list-style-type: none"> ◆ Bachelor's degree required. ◆ 1-2 years experience working in an office environment. ◆ Experience with community development, urban planning, public policy or a related field is preferred OR demonstrate strong interest in community/economic development, community organizing and engagement. ◆ Detail oriented and commitment to accuracy and attention to detail. ◆ Experience with information management systems. ◆ Experience with programmatic and process evaluation tools. ◆ Proficiency with Microsoft Office Suite programs and knowledge of social media and Constant Contact e-mail software. ◆ Capacity to learn and navigate new software required for all LISC employees and for specific program initiatives. ◆ Interest in building knowledge/skills over time. ◆ Strong oral and written communication skills. ◆ Effective communication skills for working with supervisor and community partners. ◆ Self-starter who takes initiative, and is receptive to feedback. ◆ Reliable and punctual. ◆ Must embrace and promote a culture of individual and shared trust and accountability – internally and externally.

	<ul style="list-style-type: none"> ◆ Must have a good sense of humor and ability to work in a dynamic environment. ◆ Equally comfortable working independently and as part of a team. ◆ Self-motivated, solution-oriented individual who is resourceful, organized and able to successfully balance multiple priorities.
Salary/Hours	20 hours per week/ Salary commensurate with experience
Employer/Agency	Local Initiatives Support Corporation
Address	1111 North Loop West, Suite 700
City, State, Zip	Houston, TX 77008
Contact Person	Katy Atkiss
Contact Title	Program Officer
Telephone Number	
Fax Number	
Email Address	katkiss@lisc.org
Application Method	<p>Qualified candidates should send a resume, cover letter, and three professional references via email to: katkiss@lisc.org.</p> <p>Please type "GO Neighborhoods Assistant" in the subject line. Only e-mail applications will be accepted – No phone calls please.</p>
Opening Date	October 1, 2014

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.