



LOCAL INITIATIVES SUPPORT CORPORATION
Intern - Job Description

Organization

LISC helps resident-led, community-based development organizations transform distressed communities and neighborhoods into healthy ones – good places to live, do business, work and raise families. By providing capital, technical expertise, training and information, LISC supports the development of local leadership and the creation of affordable housing, commercial, industrial and community facilities, businesses and jobs.

Position Description

LISC is currently recruiting an intern to work within the Housing Authority Resource Center (HARC) based in the Washington, DC office. HARC provides technical assistance and coordination between LISC offices, Local Housing Authorities, and CDCs to increase partnerships and opportunities to create affordable housing opportunities and effect neighborhood redevelopment.

The intern will:

- Assist in the coordination of conferences and trainings;
- Write and edit communication materials;
- Provide general administrative support for the program; and
- Complete special projects as assigned.

We anticipate that the intern should be available approx. 20 hours per week for 12 weeks, with a possible extension through the fall semester. Start and end dates are negotiable and schedule is flexible within normal business hours. Hourly rate is negotiable based on experience.

Qualifications:

- Strong analytical, research, and communication skills;
- Proficient in multi-faceted computer and database programs (Word, Excel, Publisher, etc) including the ability to use the web for information, data, etc.
- Self-motivated, highly organized, and detail-oriented;
- Interested in affordable housing and community development;
- Upper-level undergrad or graduate student preferred.

Application instructions:

Please send resume, cover letter, and a short writing sample to Ms. Callahan Seltzer at cseltzer@lisc.org.

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