



PROGRAM INTERN (PART-TIME/PAID)

Local Initiatives Support Corporation is seeking a part-time intern to manage various projects for its Commercial Corridor Revitalization program.

Background

Established in 1980, the Local Initiatives Support Corporation (LISC at www.lisc.org) is the largest community development intermediary in the United States, channeling loans, grants, and technical assistance to more than 2,200 community development corporations, or CDCs, nationwide. By supporting and strengthening these non-profit, resident-led local organizations, LISC helps renew the communities where lower income people live, work, and raise families.

Philadelphia LISC developed its Commercial Corridor Revitalization Program (PCCR) in 2002, in response to a pressing need for support identified by local CDCs. Due to a host of reasons including population loss, increased suburbanization, the popularity of malls and big box retail, and an increase in the use of automobiles, urban commercial corridors began to decline significantly in the 1960's and 1970's. The program was based on the CDCs' and LISC's shared belief that the success or decline of neighborhood commercial corridors directly affects the health of the surrounding neighborhoods in which CDCs work.

The objective of the Philadelphia Commercial Corridor Program is to provide CDC's with the tools and resources necessary to advance commercial corridor and economic development activity—a necessary component in building healthy and sustainable neighborhoods. The program is designed to increase organizational capacity in a manner that empowers CDC partners to become planners and facilitators of overall neighborhood change. The LISC PCCR program is committed to providing the following guidance and expertise:

- ❖ Technical assistance and workshops.
- ❖ Access to national network of urban commercial revitalization corridor practitioners
- ❖ **Market analysis (access to nationally syndicated market research)***
- ❖ **Neighborhood commercial development strategies***
- ❖ Assistance defining measurable outcomes

* Focus of internship responsibilities.

Job Description

The PCCR Intern will assist with a variety of projects related to retail recruitment support, market research analysis, and development of marketing collateral for LISC supported commercial corridors. Project assignments include, but are not limited to:

- Research and develop brochure outlining local, regional and national retail site location requirements (preferred demographic data, minimum square footage, and broker contact information) for business recruitment efforts.
- Create 2 page template summarizing syndicated market research for 3-5 commercial corridors within Philadelphia.
- Assist with the coordination of trainings and workshops.
- Write content for 2-3 e-newsletters.

The Program Intern will have an opportunity to make substantive contributions while learning about the administration of this innovative, nationally-recognized community development program. We are seeking an intern for 15-20 hours per week during standard workday hours.

Qualifications

The ideal candidate would be a graduate student or college Senior with relevant academic experience looking for an internship in a dynamic program. The Program Intern would be excited about the opportunity to help shape and contribute to the program's overall strategy and growth. The following skills are critical to the position:

- Exceptional writing and verbal communication skills.
- Strong computer skills including competency in full Microsoft Office suite.
- Capacity to simultaneously work on multiple tasks and projects and to set priorities necessary to managing a multifaceted workload.
- Experience in preparing communication materials a plus.
- Positive and solution-oriented.

Given the key role that writing and communication will play in the Intern's work, we request that candidates submit two writing samples. Samples may include academic writing, grant proposals, newsletters, press releases, or other similar materials.

Compensation

- \$600 stipend per month.
- **Learning Experience.** The Intern will have the opportunity for a meaningful learning experience at one of the nation's largest non-profit organizations.
- **Career Mentoring.** Working with a diverse staff from a variety of professional backgrounds, the Intern can take advantage of mentoring and career development resources.
- **Permanent Job Opportunities.** National LISC, the 37 LISC field offices, and its network of community based development organizations offer exposure to a vast pool of job opportunities nationwide that include communications, public policy, real estate development, accounting, IT, community organizing, and administrative positions. The Program Intern will have occasion to develop the skills and contacts in each of these areas that complement an academic education and make him/her a strong candidate for employment.

PLEASE SEND COVER LETTER, RESUME, AND 2 WRITING SAMPLES VIA MAIL OR EMAIL TO:

Susan Callanen
scallanen@lisc.org
Local Initiatives Support Corporation
718 Arch Street, Suite 500 South
Philadelphia, PA 19106

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