



## *INTERNSHIP ANNOUNCEMENT*

### **BAY AREA LOCAL INITIATIVES SUPPORT CORPORATION (LISC)**

#### **Program Intern**

June 1, 2010

Bay Area Local Initiatives Support Corporation (LISC) seeks a driven and committed Program Intern to work with a dynamic team of professionals dedicated to revitalizing neighborhoods and supporting lower income families.

#### **About LISC**

Local Initiatives Support Corporation (LISC) is a national nonprofit 501(c)(3) organization with a local focus, which is represented by twenty-nine field offices across the country. Since 1981, Bay Area LISC has partnered with community development organizations, foundations, and government agencies to transform the Bay Area region and its neighborhoods into healthy places to live, do business, work, and raise families. We value neighborhood and resident involvement; the building of long-term, community-based organizational capacity to achieve real and positive results; and the creation of an effective and coordinated nonprofit, foundation, and governmental community development system. LISC acts as a trainer, technical assistance provider, funder, lender, advocate, and consultant to these groups as they revitalize neighborhoods in multi-dimensional ways and engage their neighborhoods in the important work of community development. The organization has a long and successful tradition of building the capacity of the community development field through a myriad of activities, including: training, loans, grants, technical assistance, providing information sharing platforms, and policy and program research and development.

Among Bay Area LISC's many capacities, the program has broad-based expertise in affordable housing & nonprofit commercial real estate and community facilities, community economic development, neighborhood business district stabilization and revitalization, joint community-school engagement, organizational development, and energy efficiency and green development.

For more information about national LISC and Bay Area LISC, visit our websites at [www.lisc.org](http://www.lisc.org) and [www.bayarealisc.org](http://www.bayarealisc.org).

#### **Responsibilities:**

- Assist with the administrative tasks of Bay Area LISC's programs, including primarily: AmeriCorps, Neighbors Excelling Together (NExT), and Neighborhood Marketplace Initiative (NMI).
- Collect, review, track, and file AmeriCorps members' timesheets and monthly reports.
- Assist in proposal development, data tracking and entry, audit preparation, and reporting on program outcomes.

- Assist with processing grants, loans, invoices and other financial information for LISC-affiliated organizations on an on-going basis.
- Communicate regularly with AmeriCorps members/supervisors, Bay Area LISC grantees and borrowers, and program staff.
- Assist with maintaining electronic and paper filing systems for grants, loans, disbursements, and other pertinent information.
- Help organize and handle logistics for meetings, trainings, and other related events.
- Other duties as needed.

**Desired Qualifications:**

- Good range of computer skills, including Access, Excel, Word, and Internet skills.
- Undergraduate degree in a related field; graduate degree in a related field preferred.
- Excellent written and verbal communication skills.
- Strong attention to detail and ability to work independently.
- Ability to work on multiple tasks and projects simultaneously, while still meeting the priorities of the position.
- Detail-oriented and organized while still able to understand and promote a global view of the community development field and LISC.

**Compensation:**

Approximately 35 hours per week through the end of the year with the possibility of extending into the next year. Flexibility of hours during school year negotiable to approximately 20 hours per week.

**Qualified applicants should submit cover letter and resume to:**

“Program Intern Search”  
369 Pine Street, Suite 350  
San Francisco, CA 94104  
**Email: [balisc@lisc.org](mailto:balisc@lisc.org)**

Position open until filled. NO PHONE CALLS PLEASE.

**LISC IS AN EQUAL OPPORTUNITY EMPLOYER.**