



**Position Announcement - Paid Internship
September- December, 2010
Washington, DC Local Initiatives Support Corporation**

Job Description:

- Conduct research and prepare written and multi-media profiles of LISC's work in Washington, DC
- Create an electronic database of past LISC investments and projects to eliminate paper documents.
- Assist the Director of the Community Development Support Collaborative (www.cdsc.org) with
 - preparing correspondence, reports and proposals;
 - staffing steering committee;
 - handling logistics for meetings and travel
 - updating electronic newsletter, webpage, etc.
- Conduct research, prepare documents and provide support and information about the work being done in conjunction with community based nonprofits in our sustainable communities neighborhoods
- Prepare an assortment of electronic reports with maps and data
- Work as part of a team with 5 DC LISC staff persons

Qualifications

- Ability to work independently and as part of a team
- Graduate Student
- Knowledge of digital photography and use of camcorders to prepare multi-media presentations.
- Knowledge of Washington DC neighborhoods (navigating mass transit and travel by car) a plus
- Very good research skills
- Excellent writing skills to prepare reports and other documents
- Excellent computer and technology skills including proficiency with Microsoft Office Suite and multi-media software as well as the ability to do web based research and data collection
- Ability to work a set schedule for a minimum of 20 hours per week

Information about the work of the Washington, DC office may be found at www.lisc.org/washingtondc.

Please e-mail or mail Resume and Writing Sample to:
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