



## REAL ESTATE DEVELOPMENT INTERN

Local Initiatives Support Corporation (LISC), widely recognized as the nation's premier community development intermediary, has a 30 year history of providing financial and technical assistance to community-based organizations and public entities focused on the redevelopment of urban neighborhoods and rural communities. LISC works with its partners to make communities good places to work, do business and raise children. Visit: <http://www.lisc.org> for more information.

In Philadelphia, LISC has worked with resident-led, nonprofit community development corporations (CDCs) over the past 28 years to help reverse the effects of decades of disinvestment in distressed communities citywide. Philadelphia LISC's services to CDCs include loan-financing, grants, technical assistance, and support on policy issues. Since its inception, Philadelphia LISC has raised \$9.6 million in local funding. By combining these resources with national funds, LISC has been able to make over \$44 million in community development loans and grants to CDCs in Philadelphia. The result has been 6,538 new housing units for lower income families and 1.37 million square feet of new commercial space and community facilities. Philadelphia LISC's investments have leveraged \$670 million in total development costs.

The Philadelphia Program is seeking a part-time intern to assist with implementation of its residential and commercial real estate investment work, and organizational development support services. The position requires a work schedule of 15-20 hours per week at a rate of \$12 per hour.

### Job Description

The Real Estate Development Intern will report to the Senior Program Officer responsible for Real Estate Underwriting, Commercial Corridors and Organizational Capacity Building. The intern's duties will involve analyzing financial statements, preparing monthly management reports and supporting the coordination of training seminars. The intern may also be called upon to perform other administrative duties as required.

The position will have an opportunity to make substantive contributions to Philadelphia LISC's operations while learning about the administration of this innovative, nationally-recognized community development program. The Intern will have the opportunity to gain knowledge of real estate development and community economic development process at one of the nation's largest non-profit organizations.

### Qualifications

- ◆ The ideal candidate would be a graduate student or college senior with relevant academic experience such as accounting, marketing or planning. 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 work on multiple tasks and projects simultaneously and to set priorities necessary to managing a multifaceted workload.
- ◆ Experience in analyzing financial statements.
- ◆ Ability to work independently.

To apply: send a cover letter, resume and 2 writing samples, which may include academic writing, grant proposals, newsletters, press releases, or other similar materials, via mail or e-mail to:

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**LISC IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO DIVERSITY & INCLUSION**