

LOCAL INITIATIVES SUPPORT CORPORATION

Position Description

POSITION TITLE: Communications Officer - Design
REPORTS TO: Michael Tang, VP, Communications
LOCATION: New York, NY
JOB CLASSIFICATION: Full Time

THE ORGANIZATION:

What We Do

With residents and partners, LISC forges resilient and inclusive communities of opportunity across America – great places to live, work, visit, do business and raise families.

Strategies We Pursue

Equip talent in underinvested communities with the skills and credentials to compete successfully for quality income and wealth opportunities.

Invest in businesses, housing and other community infrastructure to catalyze economic, health, safety and educational mobility for individuals and communities.

Strengthen existing alliances while building new collaborations to increase our impact on the progress of people and places.

Develop leadership and the capacity of partners to advance our work together

Drive local, regional, and national policy and system changes that foster broadly shared prosperity and well-being.

Over the last 39 years, LISC and its affiliates have invested approximately \$20 billion in businesses, affordable housing, health, educational mobility, community and recreational facilities, public safety, employment and other projects that help to revitalize and stabilize underinvested communities.

Headquartered in New York City, LISC's reach spans the country from East coast to West coast in 32 markets with offices extending from Buffalo to San Francisco. Visit us at www.lisc.org.

JOB OVERVIEW: LISC is seeking a dynamic, creative candidate to provide graphic and visual design for a variety of LISC communications products and collateral material. The ideal candidate has experience in design for both digital and print. The position is full-time in New York City.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The designer will work with the National Communications team to produce content and layouts for corporate communications (both digital and print) as well as brand consistent templates for local office and national program pieces. They will work with local and national staff, helping them use the

templates and maintain design standards. The designer will be responsible for ensuring consistent logo usage and brand conformity across all print and digital communications. This person will also manage of all visual assets, such as our photo library, and coordinate with printers and outside design consultants as necessary.

Specific work products may include: brochures, reports, one-page program summaries, presentations, graphics for LISC website, social media and emails, templates for use by other, non-design staff, infographics, conference and event collateral, etc. Additional duties as required.

REQUIRED QUALIFICATIONS:

- Bachelor's degree from an accredited college or university in graphic design, Master's degree in graphic design (preferred) or equivalent combination of coursework and experience
- 3-4 of graphic design experience
- Excellent graphic design skills with a portfolio that shows a wide variety of work, while demonstrating particular strength in print/digital layout design for long and/or complex written content
- Expertise in Adobe design software most importantly–InDesign, Photoshop, and Illustrator
- Experience in PowerPoint and Microsoft Office Suite
- Excellent written/verbal communication skills and editorial judgment
- Self-starter and team-player comfortable managing multiple demands, and working with both technical and non-technical staff
- Keen interest in and commitment to the community development mission of LISC
- Experience creating short animations a big plus
- Knowledge of video editing programs a plus
- Knowledge of mapping software also a plus

COMPENSATION

LISC offers a competitive salary and generous benefit package.

To apply, please send a cover letter and resume to Maria Rivera, mrivera@lisc.org

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