



LOCAL INITIATIVES SUPPORT CORPORATION

Position Announcement

June 1, 2018 – July 27, 2018

Position Title: Strategic Communications Intern
Reports To: Program Officer
Job Classification: Internship / Non-Exempt
Location: Houston, TX

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

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

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.

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

Over the last 38 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. These investments have leveraged more than \$50 billion in development activity and helped families and communities raise their standards of living. LISC investments impact the lives of nearly 7 million Americans.

Headquartered in New York City, LISC's reach spans the country from East coast to West coast in 31 markets with offices extending from Buffalo to San Francisco. Our rural programs make an impact in 44 states, and are supported by LISC's talented and dedicated workforce. Visit us at www.lisc.org

Local Initiatives Support Corporation (LISC) seeks qualified candidates for the position of *Strategic Communications Intern* to help build awareness of Houston LISC's community revitalization projects and accomplishments. This position is made possible through a grant from the **ExxonMobil Community Summer Jobs Program** to hire full-time college summer interns to assist in providing essential services to the community.

Organizational Background

Houston LISC is a local office of the Local Initiatives Support Corporation (LISC), the nation's largest community development support organization. With residents and partners, we forge resilient and inclusive communities of opportunity across America – great places to live, work, visit, do business and raise families. By providing capital, technical expertise and training, LISC helps to develop local leaders and invest in the creation and growth of affordable housing, local community centers, and businesses that create new jobs.

Job Description

The Strategic Communications Intern hired to fill this position will provide critical communications support for several key audiences – funders, partners, media contacts, and the general public. This position will work across several program areas, from real estate development and housing, to community engagement, and family income and wealth building. The role of the Strategic Communications Intern will be to design and implement strategic communications efforts to highlight LISC's role in the community and our impact on local families and neighborhoods. By drafting marketing collateral, collecting and tracking data, writing media pieces, engaging with local neighborhood stakeholders, interviewing partners, and creating digital content, the intern will have an opportunity to directly support LISC's mission through new and traditional media outreach and engagement campaigns. The Strategic Communications Intern will work in close collaboration with a supervisor but assume primary responsibility for initiating and completing certain communications projects.

This position is a paid full-time summer position and requires a minimum of 35 hours per week, for 8 consecutive weeks from June 1 through July 27, 2018. Opportunity to extend work beyond August 3, 2018 exists but must end no later than August 24, 2018.

Responsibilities

- Collaborate with supervisor and LISC staff on media outreach campaigns, website content development, and community engagement strategies.
- Research targeted and timely funding opportunities to support the expansion of LISC's social media and communications efforts.
- Utilizing LISC's outcomes tracking database, perform data mining and analysis to understand and identify the key points for emphasis in grants, web materials, and marketing collateral.
- Support the development and expansion of LISC's outcome tracking and database development efforts.
- Conduct interviews and outreach to GO Neighborhoods and FOC partners. Create original content for public distribution (press releases, op eds, videos, social media posts).
- Research community development field and collect and draft content for social media and newsletter distribution.
- Draft and post content on www.lisc.org/houston, Facebook, and www.go-neighborhoods.org.
- Assist with event coordination, fundraising, and communications outreach efforts as needed.
- Responsible for initiating and completing program projects with support from supervisor.
- Engage in learning seminars and other opportunities provided through the ExxonMobil Community Summer Jobs Program.
- Weekly check-in meetings with supervisor to further learning goals.
- Actively participate in staff meetings, to learn about nonprofit management, public speaking, leadership, and collaboration.

Qualifications

Qualifications specific to eligibility as an Exxon Intern

- Must be a **currently enrolled, full-time, undergraduate student** who will be returning to college as a full-time sophomore, junior, or senior student for at least the fall semester after the internship. Full-time enrollment is defined as 12 or more credits in one semester.

- Upon hiring, prior to beginning internship, intern must provide written enrollment verification from the college confirming the student's enrollment status. **Student ID cards and/or phone calls are not sufficient documentation.** Official enrollment verification will come from a university's registrar office.
- Interns who previously participated in the Exxon Internship program are eligible provided that the candidate's prior internship had not be with LISC.
- Family members of board and staff at LISC are not eligible for this position.

Qualifications specific to job responsibilities

- Have sufficient experience to meet the Job Responsibilities with reasonable training and guidance.
- Excellent oral and written communication skills.
- Ability to create rapport with others and engage with them about their work in the community.
- Self-directed, independent worker who takes initiative and works well as a team member.
- Highly resourceful and motivated with a demonstrable commitment to the community.
- Flexibility and poise in dealing with a very diverse range of individuals and organizations.
- Demonstrable professional conduct through past volunteer or work experience, professional dress and appearance.
- Creative ability to develop concepts and innovate to meet community needs.
- Proficiency with Microsoft Office Suite of programs and Internet research.
- Candidate must also have the capacity to learn and navigate new software.

The ideal candidate will have experience in some or all of the following:

- Experience in communications and social media programs.
- Photography, video, video editing experience/skills are a plus (not required).
- Event management or database management experience a plus (not required).

Position Closing Date: April 30, 2018

Required Application Materials: 1) Resume, 2) cover letter

Submission: Email required materials to cduncan@lisc.org

Local Initiatives Support Corporation – Greater Houston

1111 North Loop West, Suite 740

Houston, Texas 77008

713-334-5700 www.lisc.org/houston

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