



Position Opening
Community Development Intern (Paid)

The New York City office of the Local Initiatives Support Corporation (LISC) seeks a Community Development Intern for the Spring 2018 school semester. This position reports to the LISC NYC Deputy Director and works closely with development, communications and operations staff.

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.

Background

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 invests in every state in the country with offices in 31 urban markets 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.

The local New York City program, LISC NYC, works with nonprofit, community-based organizations to develop affordable housing, commercial enterprises and community facilities. Over the past three decades, LISC NYC has invested over \$2.7 billion, leveraging an additional \$6 billion in low-income communities. This has resulted in 38,000 affordable homes built and preserved as well as 1.8 million square feet of retail and community space created. We also invest in health, economic development, financial well-being and environmental sustainability so that the communities our partners serve are good places to live, work, do business and raise children. For more information visit <http://www.lisc.org/nyc/>.

The LISC NYC Community Development Intern will work closely with the Deputy Director and Community Development Officer staff. We are looking for a graduate student who is eager to learn about community development in an office environment and is interested in working on projects related to LISC NYC's development, communications and operations functions.

Responsibilities:

- Assist staff with communications tasks such as preparing e-newsletters and e-blasts, posting content to LISC NYC's social media accounts, organizing photos, updating LISC NYC's website, and developing original content for LISC e-news, website, and other platforms.
- Provide support for ongoing resource development activities such as prospect research, grant writing, reporting, and funder acknowledgments.
- Maintain and update donor and grant data in LISC's fundraising software (Salesforce), and update and maintain other contact information in Excel and other formats.
- Engage in special events such as conferences, meetings and convenings.

Qualifications:

- Currently enrolled as a graduate student; ability to work 15-20 hours per week
- Excellent technical skills including competency in full Microsoft Office suite; experience with communications related programs -- web, design, and social media -- preferred
- Passion for community development and neighborhood revitalization
- Excellent communication and organizational skills
- Conscientious and detail oriented
- Team player who enjoys collaboration

Please send cover letter and resume via e-mail to:

**Eva Alligood
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LISC NYC
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liscnycrestimates@lisc.org**

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