LOCAL INITIATIVES SUPPORT CORPORATION
Position Announcement

Capacity Building Intern
(Paid Internship)
June 3, 2019 – July 26, 2019

Local Initiatives Support Corporation (LISC) seeks qualified candidates for the position of Capacity Building Intern to help advance Houston LISC’s capacity building and technical assistance efforts. 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 Capacity Building Intern hired to fill this position will provide critical capacity building support for community leaders and partners. 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 Capacity Building Intern will be to oversee logistics and operations, internal coordination and planning and assist with marketing and registration for key capacity building trainings and events taking place this summer. In addition, the Capacity Building Intern will support Houston LISC’s 30th anniversary event planning. Through this program support, the Capacity Building Intern will have an opportunity to directly support LISC’s mission by better positioning community partners to forge resilient communities of opportunity. The Capacity Building Intern will work in close collaboration with a supervisor but assume primary responsibility for initiating and completing certain 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 3 through July 26, 2019. Opportunity to extend work beyond July 26, 2019 exists but must end no later than August 23, 2019.

Responsibilities
• Collaborate with supervisor and LISC program staff to provide capacity building trainings and meetings to community partners. Key programs will include GO Neighborhoods, Financial Opportunity Centers and real estate.
• Lead creation and management of project plans for key program trainings and meetings.
• Secure venues, research and coordinate vendors, order supplies and provide operational support for each training and meeting.
• Oversee event registration and communications with attendees.
• Attend trainings and meetings to gain knowledge of the related program and engage with community leaders.
• Draft event related content for Houston LISC’s website as well as Facebook and Twitter profiles.
• Support LISC’s 30th anniversary planning.
• Assist in developing event process manuals and best practice guides to support future event planning.
• 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.
• Perform other job-related duties as assigned.
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.

 Be able to attend the June 6, June 27 and July 30 ExxonMobil CSJP events.

 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.

 Willingness to work an occasional Saturday is a plus (can adjust schedule to keep to a 35 hours per week).

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

 Experience in communications and social media programs.

 Experience using project management software (not required).

 Event management or database management experience a plus (not required).

Position Closing Date: April 15, 2018

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

Submission: Email required materials to gdeleon@lisc.org

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LISC Greater Houston is an affiliate agency of the United Way of Greater Houston
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