



Position Opening Local Initiatives Support Corporation

POSITION TITLE: Community Development Intern (Paid)
REPORTS TO: Deputy Director
JOB CLASSIFICATION: Non-Exempt / Part Time
LOCATION: New York City

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 32 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

Position Description

The New York City office of the Local Initiatives Support Corporation (LISC NYC) seeks a college or graduate level student to fill the position of Community Development Intern for the Spring 2019 semester (the anticipated time period is January - May 2019, although an earlier start date may be possible). This position reports to the LISC NYC Deputy Director and works closely with development, communications and program staff. The local New York City program, LISC NYC, works with nonprofit, community-based organizations to develop affordable housing, commercial enterprises and community facilities. Since its founding in 1979, LISC NYC has invested over \$2.7 billion, leveraging an additional \$6 billion in low-income communities. This has resulted in nearly 40,000 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/>.

Responsibilities

- Provide logistical and outreach support for events such as convenings, meetings, workshops and tours.
- 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 content for LISC e-news, website, and other platforms.
- Regularly update LISC NYC's contacts.
- Provide support to LISC NYC's Cashin Community Development Fellowship program which enables high school and college students affiliated with the Prep for Prep program to gain firsthand experience in community development.
- Provide support to LISC NYC's capacity building funding to community development corporations through the HUD Section 4 program, including collecting data on grantee progress and drafting reports.

Qualifications

- Currently active in college or graduate level studies; ability to work 15-20 hours per week
- Excellent technical skills including competency in Microsoft Office suite; ability to learn new applications
- Experience with InDesign/Photoshop or other design and photo editing software preferred
- Proficiency with social media platforms such as Twitter 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
Deputy Director
LISC NYC
501 Seventh Avenue, 7th Floor
New York, NY 10018
liscnycresumes@lisc.org**

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