



Position Opening:
Knowledge Management Intern (Paid)
2019 Spring Semester
Based in New York City

The Knowledge Management department of the Local Initiatives Support Corporation (LISC) seeks a Knowledge Management Intern for the Spring 2019 semester. We are looking for interns eager to learn about community development in an office environment and is interested in working on projects related to Knowledge Management's strategic and operational functions. LISC's Knowledge Management team gathers and shares best practices and tools from the LISC network and industry at large to assist practitioners engaged in community and economic development work. We do this through internal and external channels, including [the LISC Institute](#). This position reports to the Knowledge Management Program Officers and works closely with other members on the team to assist research, capacity building and departmental strategic efforts.

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.

INTERNSHIP OVERVIEW:

The Knowledge Management Internship at LISC will provide you with a great deal of hands-on experience in community development, non-profit organizational management, event planning, database management and business social media. It is a great opportunity for a passionate, creative, and focused student who is interested in a career in non-profit community development. Over the course of the internship, the candidate would work closely with our experienced KM team, assisting in a variety of both challenging and interesting projects.

This internship position is located at our headquarters office in New York City. It is a 15-20 hour/week internship for the Spring 2019 semester.

Projects:

- Develop a strategy for tracking LISC staff conference participation and method for reporting learnings
- Create and maintain a training and events calendar, with a focus on capacity building events
- Update “In practice” database and continue to develop an info gathering and internal communication strategy around the database
- Assist staff with communications and event tasks such as preparing monthly e-newsletters and e-blasts, posting content to LISC Institute’s social media accounts, and logistical support for LISC’s 40th anniversary gala
- Engage in departmental meetings
- Assist additional LISC staff with additional duties as needed

Qualifications:

- Candidates must be enrolled in an academic or certificate program
- Pursuing a degree in Communications, Public Relations, Marketing, Event Management or Non Profit Management preferred.
- 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 social justice
- Excellent communication and organizational skills
- Conscientious and detail oriented

Please send cover letter and resume by December 14 via e-mail to:

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