

# LISC PHILADELPHIA

Position Title: Communications Intern  
Position Location: Philadelphia, PA  
Job Classification: Paid Summer Internship  
Reports To: Assistant Program Officer

## 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 40 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 35 markets with offices extending from Buffalo to San Francisco. Visit us at [www.lisc.org](http://www.lisc.org).

**LISC Philadelphia** is the Philadelphia chapter of LISC. As champions for equitable community development, Philadelphia LISC works alongside partners to transform underinvested neighborhoods into healthy, sustainable communities of choice and opportunity. Philadelphia LISC's strategy focuses on three areas: 1) affordable housing, 2) economic development and 3) equitable neighborhoods.

Since 1980, Philadelphia LISC has invested \$435 million and leveraged \$1.5 billion in Philadelphia's neighborhoods to build or preserve 8,500 affordable homes and develop 2.3 million square feet of retail, community and educational space.

## **POSITION DESCRIPTION**

LISC Philadelphia seeks an organized, energetic individual to join our community development team, as a **Summer Communications Intern**. The Intern will have a meaningful learning experience by developing communications and engagement skills such as writing, researching and event preparation, while gaining experience working with an established national nonprofit organization and the community development field.

The primary function of the Communications Intern will be to ensure our community partners and external stakeholders have the latest information about LISC Philadelphia. The intern will help the Assistant Program Officer of Communications & Resource Development to identify, conceptualize, design and execute campaigns to boost engagement, educate and inform external audiences.

The intern will be expected to work 20 to 25 hours per week through Summer 2020. Start and end dates will be discussed in the interview process.

### **Learning opportunities and key responsibilities of this internship include:**

- Work with your supervisor to establish learning and professional development goals for the internship program.
- Support engaging and dynamic social media content across external channels (Facebook, Twitter, Instagram and LinkedIn) including videos and/or infographics.
- Assist in the creation of monthly e-newsletters, gathering program related data, creating infographics, drafting content, creating graphics, uploading photos etc.
- As needed, act as a liaison between LISC and photographers, graphic designers, and external content creators.
- Create and distribute content such as blogs, infographics, videos and press releases on social media and traditional news outlets.
- Track social media engagement to identify high-performing ideas and campaigns for scalability.
- Support Communications & Resource Development team at external community events.
- Participate in 3 professional development sessions.

By completion of the internship program, the Intern should leave with a robust portfolio of materials that span writing samples, digital publications, media placements, and social media content and reports.

### **Qualifications:**

- Must be actively enrolled in a Bachelor's or Master's Degree program majoring in: Communications, Public Relations, Journalism, or a related field.
- Must obtain authorization from your college or university to support this internship.
- Interests in inclusive community development and asset framing/strength based communications, strongly preferred.
- Proficient in MS Office Suite.
- Experience in Canva, Hootsuite, Adobe, Photo Illustrator and Mailchimp.
- Excellent writing/communication skills with proficient understanding of style guides.
- Knowledge of media relations, such as pitching, story framing, and building media lists.
- Interest in learning digital communications including social media management, email marketing, and simple image and HTML editing.

**Compensation:** \$16 per hour.

**To Apply:** Submit a cover letter and resume to Anna Stormer, Assistant Program Officer, info-phila@lisc.org, no later than Feb. 1, 2020. Please include "Summer Internship" in the subject line of your email. Please, no telephone calls or unsolicited inquiries.

**While we thank all applicants for applying, only those selected for an interview will be contacted.**

*Interns will not be promised continued employment at the end of the internship.*

LISC IS AN EQUAL OPPORTUNITY EMPLOYER  
COMMITTED TO DIVERSITY AND INCLUSION