



Local Initiatives Support Corporation  
Position Description

Position Title: 2024 Summer Co-op  
Job Classification: Summer Paid Internship  
Reports to: Senior Program Officer  
Position Location: Greater Cincinnati (with a hybrid workplace schedule)

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### 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 \$22 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 37 markets with offices extending from Buffalo to the Bay Area and in 2,400 rural counties across 49 states and Puerto Rico. Visit us at [www.lisc.org](http://www.lisc.org).

LISC Greater Cincinnati is focused on affordable housing, economic opportunity, and building the capacity of neighborhoods. Visit us at <http://www.lisc.org/greater-cincinnati/>

### Position Description

LISC Greater Cincinnati seeks an organized, energetic individual to join our community development team, as a **Summer Co-op**. The student will have a meaningful learning experience by working with an established national community development financial institution and the community development field to develop communication, research, and mapping skills. The student will play a key role in ensuring our community partners and external stakeholders have the latest information about LISC Greater Cincinnati and its initiatives including [Housing Our Future](#), [Place Matters](#), and Ohio housing policy advocacy. Communication, research, and maps produced by the student will also be used by LISC Greater Cincinnati staff and community partners to develop and implement strategies.

The co-op will be expected to work 30 hours per week during the Summer Semester. Work schedule will be discussed in the interview process.

**Learning opportunities and key responsibilities of this co-op include:**

- Work with your supervisor to establish learning and professional development goals for the co-op program.
- Attend meetings of housing and community development partners to gain knowledge of local and state housing issues.
- Assist in the facilitation of diverse stakeholder groups as they develop detailed implementation strategies for key housing priorities.
- Participate in housing and community development research and evaluation that assists LISC and partners in making data-informed, evidence-based decisions.
- Create infographics, maps, and other visual content to communicate LISC Greater Cincinnati's housing and community development priorities and impact. Content may be used in reports, presentations, social media, and on the web.
- Create engaging content that showcases program impact through blogs, videos, and press releases on social media and traditional news outlets.
- Support engaging and dynamic social media content across external channels (Facebook, Twitter, Instagram and LinkedIn) including videos and/or infographics.
- Assist in content creation for monthly e-newsletter, website, and social media, 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.
- As needed, support LISC Greater Cincinnati team at external community events and meetings with community partners.

By completion of the co-op, the co-should leave with a robust portfolio of materials that span writing samples, digital publications, media placements, and social media content and reports. The position offers an excellent working environment and exposure to a broad range of community development activities.

This is a hybrid position. Position is located in Cincinnati, Ohio. Candidate must reside in Greater Cincinnati.

**Key Qualifications**

- Must be actively enrolled in a Bachelor's or Master's Degree program at the University of Cincinnati at the DAAP School of Planning.
- Must obtain authorization from your college or university to support this co-op.
- Interests in inclusive affordable housing, community development, and asset framing/strength-based communications, strongly preferred.
- Range of computer skills and knowledge of computer software applications (must know word processing, spreadsheet, database, presentation, and internet/social media)
- Proficient in Photoshop, InDesign, Illustrator, and ArcGIS.
- Excellent writing/communication skills with proficient understanding of style guides.
- Interest in learning digital communications including social media management, email marketing, and simple image and HTML editing.
- Preferred: Experience in Canva and Hootsuite and knowledge of media relations, such as pitching, story framing, and building media lists.

**Compensation**

\$20 per hour.

**To Apply**

Submit cover letter and resume to [gcnk@lisc.org](mailto:gcnk@lisc.org). Please include "Summer Co-op" in the subject line of your email.

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