LOCAL INITIATIVES SUPPORT CORPORATION
POSITION DESCRIPTION

POSITION TITLE: Communications Assistant
REPORTS TO: VP – Communications
JOB CLASSIFICATION: Non-Exempt / Full Time
LOCATION: New York, NY (Preferred)

The Organization

What We Do
Together 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 people 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 progress for people and places.
• Develop leadership and the capacity of community partners to advance our work together
• Drive local, regional, and national policy and systems change that fosters 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 36 markets with offices extending from Buffalo to San Francisco. Visit us at www.lisc.org

Position
We are looking for a professional communications assistant to support the national communications team on all aspects of communications work. This may include writing and research, organizing and curating digital assets, and planning and execution of our communications campaigns.

We need a creative individual who has a keen understanding of the ever-changing communications landscape, especially its digital components. The ideal candidate should also have some knowledge of, and heart for, highlighting the challenges to, opportunities for, and success of Americans in underserved communities.
Responsibilities:
Support the national communications team in all aspects of its work such as:
- Copy writing, editing and proofreading
- Research as directed
- Maintain, improve communications library on LISC’s intranet
- Maintain, curate and organize digital assets, photography, videos
- Provide email marketing support, including list maintenance and segmenting
- Monitor LISC National Communications external mailbox
- Participate in communications strategy planning
- Organize agenda and follow up items for monthly meetings with field offices
- Monitor communications activity in ours and partner industry and propose ways to collaborate and leverage.
- Provide analysis of web, social media, e-marketing data on user behavior and suggest improvements based on data.
- Performs other general communications duties as directed.

Qualifications:
- Bachelor’s degree from an accredited college or university.
- Minimum 1-2 years’ work related experience in communications performing the following functions: copywriting, editing, proofing and conducting research.
- Proficient in social media platforms, Microsoft Office Suite, Graphic design software: Adobe Creative Suite & Canva, E-marketing tools
- Experience working effectively in a team environment
- Ability to communicate effectively with team members who have varying levels of technical knowledge
- Knowledge and interest about current trends in communications and marketing
- Exceptional attention to detail
- Good writing and documentation skills
- Excellent organization and time management skills
- Excellent editorial judgement
- Facility with technology and digital/web platforms
- Interest in the field of community development is a plus

To Apply:
For consideration, please send cover letter and resume to communicationsjobs@lisc.org

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