Position Title: Policy Assistant
Reports To: Policy Director
Job Classification: Non-Exempt / Full Time
Location: Washington, DC

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 $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 36 markets with offices extending from Buffalo to San Francisco. Visit us at www.lisc.org.

LISC’s Policy Office is located in Washington, DC. It is responsible for developing LISC’s federal policy agenda; communicating this agenda to LISC employees, board members, funders, and other stakeholders; and pursuing this agenda through engagement with federal policy makers in Congress and federal agencies.

LISC Policy seeks professional support in our efforts to promote our national and local advocacy strategies, with an emphasis on strategies pertaining to workforce development, asset building and financial stability, small businesses and economic development, and national and community service.
Responsibilities

- Work with members of the Policy Office to support policy development, federal advocacy and related outreach.
- Conduct research on policy and advocacy issues related to community development and education, health, and justice/safety;
- Assist the management team in the development of issue papers, policy briefs and other outreach materials;
- Provide administrative support, including but not limited to:
  - Logistical support for coalition meetings, congressional briefings, forums and other events organized by LISC Policy or its partners;
  - Organizing advocacy email campaigns; and
  - Drafting issue-based content for LISC Policy’s website and internal e-newsletter.
- Develop and maintain databases relevant to our work with Congress and our coalition partners;
- Schedule meetings with Hill staff and prepare supporting documents for those visits;
- Track relevant appropriations and authorization legislative issues;
- Attend coalition meetings and congressional hearings when needed; and
- Perform additional duties as required.

Qualifications

- Bachelor’s degree from an accredited college or university. Concentration in political science, communications, social work, city and regional planning or other similar field.
- Minimum of two years professional work experience in a legislative affairs-based administrative/project support position.
- Experience in community development.
- Proficiency in using web-based congressional tracking tools, such as Congressional Quarterly (CQ)’s Fiscal Note or Bloomberg Government, is a plus.
- Familiarity with Excel, HTML or InDesign is a plus.
- Excellent communication skills, written and oral.
- Excellent research and organizational skills.
- Excellent interpersonal skills.

Job Specifications:
This position will be located in Washington, DC. LISC employees are working remotely through 2020, as of this writing. LISC provides a competitive salary and excellent fringe benefits.

To apply, send a cover letter and resume as a single attached file (e.g., Word or PDF) to: policy@lisc.org. Please put your last name, first initial and “Policy Assistant Vacancy” in the subject line of the email (e.g., “SmithJ Policy Assistant Vacancy”).

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