Position Title: Economic Development Intern  
Position Location: Location Flexible with a preference in Toledo, Ohio area  
Job Classification: Paid Internship  
Reports To: Senior Program Officer, Rural LISC

THE ORGANIZATION

What We Do: With residents and partners, Rural 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.

Rural LISC supports 88 CBO partners serving more than 2,200 rural counties in 45 states. Over the last 25 years, Rural LISC’s investments in rural America have totaled $1 billion in grants, equity and low-cost loan funds. Rural LISC has leveraged this investment resulting in close to $3.6 billion from public and private sources, to produce 36,650 affordable homes and apartments, create 4.4 million square feet of commercial and community space, assist 750 businesses, create 12,500 jobs and support 20 early childhood centers.

POSITION DESCRIPTION

Rural LISC seeks an organized, energetic individual to join our Economic Development team, to support our growing Rural Financial Opportunity Center network across the country. Financial Opportunity Centers (FOC) offer one-on-one financial and employment coaching to individuals in seeking guidance in their employment journey and in becoming more financially stable. Currently, Rural LISC is supporting 12 community organizations across 10 states to operate Financial Opportunity Centers in their 95-county footprint.
This internship will offer an opportunity to support a network of various community-based nonprofits across the nation through communications, the development of shared resources, and organizing the foundational components of a new, national network.

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

RESPONSIBILITIES
Support the creation of:
- Onboarding resources/manual for new staff at FOC sites;
- Onboarding resources/manual for organizations that are joining the FOC network;
- Materials summarizing the work and impact of the FOC network;
- Information sheets on each FOC and their surrounding community; and
- Other Economic Development projects as assigned

QUALIFICATIONS
The successful candidate will:
- Be in pursuit of a Bachelor’s or Master’s degree in a relevant discipline;
- Be self-directed, able to work under minimal supervision, well-organized and detail-oriented;
- Be able to conduct focused research, including data gathering via phone, as appropriate;
- Have prior experience with successful data assembly, organization, analysis, and presentation;
- Communicate effectively – with proven oral and written skills;
- Have flexibility and poise in dealing with a diverse range of individuals and organizations;
- Be able to operate efficiently in a fast-paced, highly responsive work environment; and
- Proficient in MS Office Suite

To Apply: Submit a cover letter and resume to Emily Avery, eavery@lisc.org with “Economic Development Internship” in the subject line of your email. Please, no telephone calls or unsolicited inquiries.

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

LISC IS AN EQUAL OPPORTUNITY EMPLOYER
COMMITTED TO DIVERSITY AND INCLUSION