



LISC's National HBCU Internship Program

Talent Development & Capacity Building

POSITION TITLE: LISC INTERN

REPORTS TO: Local Task Supervisor and Executive Director

CLASSIFICATION: Part -Time (20 hours/week)/Non-Exempt

LOCATION: Remote /Hybrid (As determined by local office)

COMPENSATION: \$25/hour

DURATION: Two Semesters, Fall 2022 and Spring 2023 (30 Weeks)

The Organization: Local Initiatives Support Corporation | LISC

Over the last 40 years, LISC and its affiliates have invested approximately \$24 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 38 markets with offices extending from Buffalo to San Francisco and in 2,400 rural counties across 49 state and Puerto Rico. Visit us at www.lisc.org

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.

How LISC Works: Government, foundations and for-profit companies have the capital; residents and local institutions understand the need; and LISC bridges the gap by offering the relationships and expertise to help community organizations attract the kinds of resources that allow them to do their best work.

Location: Headquartered in New York City

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.

Paid-Internship with LISC:

LISC is seeking a motivated Intern who is ready to apply knowledge of community development, business practices and processes in a fast-paced, real-world environment. The intern will assist in deployment of grants and other financial investments, writing reports, conducting research, analyzing data, support with affordable housing and wealth-building initiatives, technical assistance, and making recommendations to strengthen relationships with community partners. This will be a valuable experience for any student pursuing a career in Nonprofit Management, Social Services, Finance, Political Science or Business Administration.

Office Location by City: Atlanta, Charlotte, Duluth, Houston, Jacksonville, Memphis, Philadelphia, Richmond, Washington DC, Detroit

Duties and Responsibilities

- Support local office with community development financial objectives
- Help plan and design business processes and make recommendations for improvement
- Perform research and analysis in support of operations
- Assist in resolving issues using systems and data
- Help launch new initiatives by coordinating, managing schedules, taking meeting minutes, conducting research, writing reports, and other duties as assigned
- May perform additional projects upon request

Benefits

- Compensation of \$25 per Hour
- Flexible schedule for students
- Practical experience with varied business activities
- Shadowing, mentoring, and training opportunities with experienced and accomplished business professionals
- Opportunity to attend business meetings and networking events

Requirements

- Geographic restrictions: Must be currently enrolled at an HBCU or local college within LISC regions
- Graduating Juniors or Seniors* Exceptions will be considered for the right candidate
- Minimum 3.0 GPA
- Experience with Microsoft Office Suite
- Excellent critical thinking and problem-solving skills
- Good written and verbal communication skills
- Detail-oriented with strong organizational skills
- Must undergo and pass national background clearance check

***May consider an eager and qualified sophomore as well**

HOW TO APPLY: To apply, send an email to emidgley@lisc.org with LISC INTERN as the subject. **Include your name, school, and the city where your school is located.**

- Applications are due by 5 pm CST on July 28th, 2022.
- Anticipated Start Date: 8/25/2022

Example – LISC INTERN: John Smith, Pyros University, Dallas

- Submit Resume and Official School Transcript
- Letter(s) of Recommendation (optional)
- Writing Sample: Up to 2 pages maximum
 1. What interested you in the LISC Internship Program? How do you think the internship with LISC will help towards your personal or career aspirations?
 2. Describe any personal achievements that will help us to know you better. You may include community or extracurricular involvement, demonstrated leadership, awards and recognition, work or volunteer experience.
 3. Describe what motivates you to earn a college degree in your chosen field of study and how you chose this field of study.
 4. Tell us why you are the best candidate for the position.
 5. Tell us about your interest in community development?