Position Description

Job Description

Position Title: Policy Assistant
Reports To: Senior Policy Director, Advocacy
Job Classification: Non-Exempt/Full Time, Grade 9
Location: Washington, D.C.

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 $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 states and Puerto Rico. Visit us at www.lisc.org.

LISC’s Policy Office is located in Washington, D.C. 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 policymakers in Congress and federal agencies. LISC Policy will also be engaging in state and local advocacy efforts.

LISC Policy is seeking a creative and organized person to support the team’s efforts to promote its policy and advocacy strategies.
**Responsibilities:**
- Working with senior members of the Policy Team to support policy development, advocacy, communications, and outreach efforts to the field;
- Conducting research on legislative and regulatory issues, and helping senior staff in the development of issue papers, policy briefs and other outreach materials;
- Developing and maintaining databases relevant to our work with Congress and our local partners;
- Scheduling meetings with Hill staff and preparing supporting documents for those visits;
- Tracking relevant appropriations and authorization legislative issues;
- Attending coalition meetings and congressional hearings as needed;
- Coordinating LISC Policy’s social media efforts, including creating content; and
- Providing administrative support, including but not limited to:
  - Organizing advocacy email campaigns;
  - Drafting and distributing a monthly e-newsletter;
  - Maintaining an online library of internal policy resources; and
  - Ensuring logistical support for briefings, forums and other events organized by LISC Policy or its partners.

**Qualifications and Experience:**
The successful candidate for the position will have the following qualifications and experience:

- Bachelor’s degree from an accredited college or university in political science, communications, social work, city and regional planning or other similar field.
- Professional work experience in a federal or state legislative affairs-based administrative/project-support position.
- Excellent writing, research and analytical skills.
- Precise attention to detail.
- Strong interpersonal skills.
- Ability to adapt to a changing environment and to handle multiple priorities.
- Collaborative spirit and willingness to work with a team.
- Commitment to affordable housing and community development issues.
- 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 Adobe InDesign is a plus.

**Job Specifications:**
This position will be located in Washington, D.C. LISC employees are working remotely through 2021. Some travel (less than 10 percent) may be required when restrictions are lifted in the future. LISC provides a competitive salary and excellent fringe benefits.

Qualified applicants should 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”).

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COMMMITTED TO DIVERSITY, EQUITY, INCLUSION AND JUSTICE