



Greater Newark Local Initiatives Support Corporation (LISC)
Internship Announcement – December 2017
COMMUNITY DEVELOPMENT INTERN

Greater Newark LISC seeks a community development intern to support activities of the Greater Newark LISC neighborhood building initiatives. The intern will also provide general assistance to various program activities.

Primary Roles & Responsibilities

The Community Development intern will be responsible for the following tasks:

Neighborhood Building Program:

- Provide support for the resident leadership development initiatives (NRLA, GLBC) including but not limited to developing and maintain leadership alumni and creation of a NRLA alumni quarterly newsletter.
- Assist program staff with implementing quality of life projects associated with Greater Newark LISC neighborhood initiatives
- Identify and establish database at other local and regional public/non-profit partners to advance collaborations on neighborhood-based initiatives
- Assist with program compliance and funding reports
- Assist program staff with neighborhood asset mapping process
- Research grant opportunities, specifically to support neighborhood building activities and assist with the development and writing of funding proposals and grants

Qualifications & Experience

- Candidates must be either undergraduate or graduate student.
- Outstanding written and oral communication skills and organizational skills required.
- Strong familiarity with/interest in the field of community development preferred.
- Self-directed, independent worker who takes initiative and is able to create the systems and processes inherent to this position
- Excellent computer skills, including demonstrated competence in Microsoft Word, Excel, PowerPoint. Skills in Adobe, Illustrator, or related software preferred.
- Proficiency in the uses of technology, social media and website management preferred.
- Flexibility and poise in dealing with a diverse set of individuals and organizations
- Detail-oriented while still able to understand and promote a global view of the community development field and LISC

Additional Information

- Fall, Winter, Spring/Summer positions available (4-month commitment requested, with possibility of extension).
- Part-Time (approximately 15-20 hours/week)
- A maximum stipend amount of \$1,000 available per semester (4-month period).
- Candidates may be required to attend meetings outside of traditional business hours.

To apply please send cover letter, resume to:

Candace Green
Greater Newark LISC
17 Academy Street, Suite 912
Newark, New Jersey 07102
cgreen@lisc.org

NO PHONE INQUIRIES, PLEASE

About LISC

Local Initiatives Support Corporation helps nonprofit community development organizations transform distressed neighborhoods into healthy and sustainable communities of choice and opportunity--good places to work, do business and raise children. Greater Newark LISC was established in 1986 and since then has collaborated with community based organizations in Newark and the surrounding region to improve the quality of life for local residents and business owners. With support from our affiliates, we have invested \$99 million dollars in Greater Newark, leveraged \$640 million and have contributed to the production of more than 2,309 affordable homes and apartments and more than 526,402 square feet of commercial and community space.

Greater Newark Local Initiatives Support Corporation (LISC) helps resident-led, community-based development organizations transform distressed communities and neighborhoods into sustainable communities – good places to live, do business, work and raise children. By providing capital, technical assistance, training and information, LISC supports the development of local leadership and the creation of affordable housing, commercial, industrial and community facilities. For more information, please visit www.lisc.org/greaternewark.