



Position Title: Communications Assistant
Position Location: Boston, MA
Job Classification: Part-Time, Temporary Staff
Reports To: Program Officer, Operations

THE ORGANIZATION

Local Initiatives Support Corporation (LISC) is a nationwide non-profit community development financial institution that tackles issues that affect communities, families, and personal stability. Our strategy focuses on creating resilient communities by addressing affordable housing, living wage jobs, and mental and physical health factors all at once.

At LISC Boston we have invested \$414 million in Massachusetts communities since 1981. We invest in affordable housing, green building technology and resiliency, growing businesses and programs that connect people with financial opportunity. LISC invests in people and places, supports local economies, and fosters leadership and innovation. We are looking for someone who can help us convey and promote the many facets of our work through social media and other media. If you are passionate about the projects we are working on and think you can help, please apply.

POSITION DESCRIPTION

LISC Boston seeks an organized, energetic individual who is passionate about community development to join our team as a **Communications Assistant**. In this role, the assistant will have a meaningful professional and learning experience by developing communications and engagement skills such as writing, researching and event preparation, while gaining experience working with an established national nonprofit organization and the community development field. In particular, the communications assistant will help spearhead our social media operations and assist with general communications.

Qualifications:

- Interest in inclusive community development and asset framing/strength-based communications, strongly preferred.
- Excellent writing/communication skills with proficient understanding of style guides.
- Experience with Design: Adobe Creative Cloud (incl. Illustrator and InDesign), Canva
- Knowledge of media relations, such as pitching, story framing, and building media lists.
- Experience in digital communications including aspects of social media management, email marketing, Website CMS and basic HTML editing, digital media/data analytics.
- Proficient in MS Office Suite.

Duties and responsibilities include:

- Writing, designing, and planning social media campaigns and posts. Monitoring social media platforms and interacting with other accounts and related reporting.
- Assisting in organizing digital assets including photos and marketing materials.
- Creating designs, and graphics for online and print publications.
- Supporting the design, organization, and maintenance of the LISC Boston website.
- Supporting or leading special communications projects.

The individual will support the Program Officer, Operations of LISC's Boston office in the above and will be expected to work 10 - 12 hours per week through December 31, 2021.

By completion of the period, the individual will leave with a portfolio of materials including writing samples, digital publications, as well as traditional media and social media content.

Compensation: \$25.00/hr.

To Apply: Submit a cover letter and resume to Marilyn Sanchez, Office Manager, msanchez@lisc.org . Please include your name and "Communications Assistant" in the subject line of your email. For example, "Laura Gonzalez - Communications Assistant." Applications without a cover letter will not be considered. Questions? Contact tvice@lisc.org.

This position will not be promised continued employment at the end of the employment period.

LISC IS AN EQUAL OPPORTUNITY EMPLOYER
COMMITTED TO DIVERSITY AND INCLUSION