Internship Opportunity:

Intern for Educational Resources and Advocacy

Preservation Massachusetts is actively seeking an intern to work with our professional staff in our Plymouth office during the summer of 2017. This is an unpaid internship that can be used toward undergraduate or graduate degree requirements. We are a statewide organization, based in Plymouth, with two full time and three-part time employees.

Who We Are:
Founded in 1985, Preservation Massachusetts is the statewide non-profit organization that actively promotes the preservation of historic buildings and landscapes as a positive force for economic development and the retention of community character. Preservation Massachusetts leads the way for the Commonwealth through legislative initiatives, reaching out across the State, educating our partners, building partnerships, networking, and events.

Internship Overview
The internship will focus on two key deliverables pertaining to our Circuit Rider program: updating and expanding educational resources utilized and distributed by our in the field Circuit Riders and establishing a Circuit Rider Advocacy database that tracks advocacy projects and connections across Massachusetts. The internship will assist in ensuring the most up to date preservation information is readily available to those in need of assistance as well as upgrading our ability to track connections statewide. This is an integral step expanding our online library of preservation resources.

The Massachusetts Circuit Riders are preservation professionals who provide technical assistance in the field and respond directly to inquiries for assistance.

For more information on the Circuit Rider Program, please visit our website, www.preservationmass.org/preservation-circuit-rider. Opportunities for collaboration on other projects and programs may arise as well as the ability to see how a statewide preservation organization operates.

Primary Intern Responsibilities Include:

- Updating Circuit Rider resources pertaining to advocacy, outreach, model projects, etc. for distribution by staff and made readily available on the website. Research and outreach to other organizations in Massachusetts and New England will be involved.
- Establish an Advocacy and Program database to track Circuit Rider contacts, projects and requests for assistance statewide. Collaborate with staff to ensure data being captured or requested is useful and can help create a stronger statewide preservation network. Data entry for Circuit Rider projects and other staff advocacy efforts required.
- Assist in promoting newly created materials online, via website and social media.
Collaborative Responsibilities

- Collaborate on resource papers for future development on specific topics, such as churches, historic schools, tax credits, Community Preservation Act projects, etc.
- Other opportunities for program work, including the 2017 Massachusetts Preservation Conference may arise and be taken advantage of.

Qualifications:

- A student (graduate or undergraduate) either currently or has been enrolled in an historic preservation program or a related field (history, anthropology, advocacy, non-profit studies, community development, etc.)
- Proficient in the Microsoft Suite (Word, PowerPoint, Excel) and other PC programs.
- Must be computer and tech savvy and have the ability to troubleshoot issues as they arise.
- Excellent written and verbal communication skills
- Excellent time management skills and ability to deliver on a deadline.
- Diligent attention to detail, able to take direction and work independently.
- Collaborative, friendly and interested in working in an environment that changes each day.

Internship Details:

- This is an unpaid internship to take place during the summer of 2017. Hours and schedule are flexible and can be dictated by educational catalogue requirements. There may be the opportunity to expand and continue the internship into the fall if so desired.
- Intern must provide their own transportation.

If you are interested in joining our team, please submit a cover letter, resume and at least two references to Erin Kelly at ekelly@preservationmass.org.

To learn more about Preservation Massachusetts and our work, visit www.preservationmass.org.

Preservation Massachusetts
The Landmark Building
34 Main Street Extension, Suite 401
Plymouth, MA 02360
617-723-3383