



Job Posting: Intern for Development, Programs, and Administration

Village Preservation www.villagepreservation.org

Village Preservation seeks a highly-organized, detail-oriented, energetic self-starter to assist a growing, dynamic, community-oriented non-profit organization. This intern will be part of a cohort of interns taking on administrative, fundraising, educational, programming, and advocacy projects.

Tasks will be shared and include the following, based on skills and interests:

- Microsoft Office assignments working with Excel and Word
- Database entry and organization
- Assistance in planning and executing Major Donor events
- Administrative duties including materials preparation, writing/copyediting, correspondence, mailings, e-mail marketing, filing, and supplies ordering
- Event coordination
- WordPress website maintenance
- Collateral design work and materials creation
- Assistance in planning and executing public programs
- Assistance with video creation and editing
- Assist staff by responding to inquiries regarding the Village's architectural and cultural history
- General office organization and projects as assigned

Skills and Qualifications:

- Experience with Microsoft suite (especially Word & Excel), Google suite
- Familiarity with WordPress, video editing software, Salesforce database (big plus), Creative Cloud design platforms, and MailChimp
- Detail oriented and thorough approach to technical work
- Have interest in the educational, programming, preservation, and advocacy work of Village Preservation
- Experience using social media for an organization: Facebook, Twitter, Instagram, YouTube, and Flickr
- Video and photography skills
- Comfort working independently, as a team, and managing up to meet deadlines
- Be able to carry roughly 20lbs up and down one flight of stairs

15-30 hrs./week, with occasional weekend and evening work. Internships are paid at \$15/hr.

Village Preservation is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

To apply, send cover letter and resume to hire@gvshp.org.