Job Posting:
Intern for Preservation, Programs, and Administration

Village Preservation (the Greenwich Village Society for Historic 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:
- WordPress website maintenance and development
- Assistance with video creation and editing
- Database entry and management
- Planning and executing public programs, public outreach, and tabling at community events (evenings and occasional weekends)
- Administrative duties like materials preparation, writing/copyediting, correspondence, mailings, e-mail marketing, filing.
- Assist staff by responding to inquiries regarding the Village’s architectural and cultural history
- General office organization and projects as assigned

Skills and Qualifications:
- Familiarity with Microsoft suite (especially Word and Excel), Creative Cloud, Salesforce, Google suite
- Interest in the educational, programming, preservation, and advocacy work of Village Preservation
- Detail oriented and thorough approach to technical work
- Experience using social media for an organization: Facebook, Twitter, Instagram, YouTube, and Flickr
- Video editing and photography skills
- Comfort working independently, as a team, and managing up to meet deadlines
- Comfort with public speaking for in-person events
- Be able to carry roughly 20lbs up and down one flight of stairs

20-35 hours per 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 hiring@villagepreservation.org.