



Job Posting: Intern for Development, Programs, Research, and Administration

Village Preservation www.villagepreservation.org

Village Preservation seeks a highly-organized, detail-oriented, energetic self-starter to assist a dynamic, community-oriented non-profit organization. This in-person position will take on administrative, fundraising, educational, programming, and advocacy projects.

Tasks are based on candidate skills and interests:

- Salesforce database entry and organization
- Administrative duties including materials preparation & delivery, correspondence, mailings
- WordPress website maintenance
- Assistance in planning and executing public programs
- Assistance with video creation and editing
- Assistance in preservation and policy research
- General office organization, archival, and other projects

Skills and Qualifications:

- Interest in the educational, programming, preservation, and advocacy work of Village Preservation
- Experience with Microsoft suite (especially Word & Excel), Google suite
- Familiarity with WordPress, Salesforce, Creative Cloud
- Detail oriented and thorough approach to research and technical work
- Experience with social media such as 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

16 hours per week, with occasional weekend and evening work. Internships are paid at \$16/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.