



## **Job Posting: Intern for Preservation, Programs, and Administration**

***Village Preservation (the Greenwich Village Society for Historic Preservation)*** [www.gvshp.org](http://www.gvshp.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:

- Administrative duties including materials preparation, writing/copyediting, correspondence, mailings, e-mail marketing, filing, and supplies ordering
- Event coordination
- Database entry and organization
- Collateral design work and materials creation
- Planning and executing public programs (evenings and occasional weekends)
- Public outreach and tabling at community events
- WordPress website maintenance and development
- Assist staff by responding to inquiries regarding the Village's architectural and cultural history
- Opportunities to write Village Preservation blog posts
- General office organization and projects as assigned

Skills and Qualifications:

- Experience with Microsoft suite (especially Word & Excel), Google suite
- Familiarity with Blackbaud's Altru database (big plus), Creative Cloud design platforms, Adobe Design suite, WordPress, 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

20-39 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 [hiring@gvshp.org](mailto:hiring@gvshp.org).