

College Junior/Senior Student *MARKETING* Internship

We are looking for college seniors or juniors who are interested in pursuing a career in marketing/advertising/communications. You will be part of a team and experience life as an entry-level support staff.

Historic York Inc. is a non-profit organization dedicated to the renovation, preservation and rehabilitation of York County architecture.

Historic York Inc. was founded in 1975 during an effort to save one building from demolition. Since then, the organization has grown in scope and continues to support architectural preservation, rehabilitation, and adaptive reuse of historic properties throughout York County and beyond.

Historic York, Inc. serves as a community voice for the protection of historic buildings and sites. We provide the expertise, motivation and inspiration to preserve the architecture of York County and beyond. We identify, preserve, and protect buildings, structures and sites of historical and architectural significance in York County, Pennsylvania. We invest directly in preservation projects, advocate historic preservation, provide community education and assist local individuals, organizations and public officials with preservation related activities.

We envision this to be a perfect opportunity for an ambitious student that wants to be a part of something new and refreshing.

Required Skills:

- Proficient in PowerPoint, Excel, Outlook, etc. (Microsoft Office)
- Excellent written and verbal skills
- Strong communication and interpersonal skills
- Must be a team player and willing to do what it takes to get the job done
- Willingness to learn and take criticism

For consideration, students must submit resume, writing samples and references. This is a non-paid internship.

Specific responsibilities:

- Minimum of 15 hours per week
- Administrative support including answer phones, send faxes and filing, Draft public relations and communications materials such as press releases, FAQs, and event announcements
- Draft, proof, edit and maintain advertising copy such as Website copy, print advertising and other communications under the supervision of the Executive Director
- Attend marketing meetings
- Creative and outgoing personality a must
- Select college interns will spearhead projects for website and membership communications and may manage the organizations communication database under the direction of the Executive Director.

Students will leave Historic York with a portfolio of work experience.

Please feel free to send your resume to info@historicyork.org and we will contact you when future opportunities become available. Have a great day!