



Waterfront Historic Area League, Inc. 2024 Summer Internship Opportunity New Bedford, MA

The Waterfront Historic Area League, Inc. (WHALE) is looking for an intern to work with our organization on programs, communications and other activities related to our mission driven work. WHALE is a 62-year-old non-profit and Community Development Corporation (CDC) that foster historic preservation and continued use of the city's architectural heritage to enhance community and economic vitality in New Bedford. We achieve our mission through bricks and mortar preservation projects, advocacy, and education. WHALE is currently completing a new strategic plan and several of our goals require a more comprehensive assessment of our past projects, while establishing new criteria for future engagement. more dedication to "storytelling" and sharing WHALE's work more broadly, a focus on partnerships and strategic initiatives to engage the community in our mission.

Description of Work:

This internship is intended to be a wholistic learning experience with a non-profit and community development corporation. The scope can change from day to day, depending on emerging project and organizational needs. At the end of the collaboration, the intern will understand the operations and requirements of a local non-profit that is dynamically involved with community development, history, cultural heritage, historic preservation advocacy and education, community engagement and what it takes to make projects, large and small, a reality in a Gateway City.

The Summer 2024 intern will work directly with the Executive Director and General Manager on the following:

- Places that Matter – Work with the Executive Director on the soon to be launched Places that Matter mapping project, focused on outreach, training document creation, consolidation of new survey data and information, community dialogues, etc.
- Communications and social media – Assist in conceptualizing, drafting and scheduling e-communications, social media and website updates based on current activities and program developments. Assist in "telling stories" about WHALE's projects, role in the community and our impact, both tangible and intangible.
- Data Management – Assist in compiling and organizing past-project data for integration into new database systems.
- Projects - Provide administrative support to current WHALE projects and support to the
- Programs – Assist in execution and preparation for educational programming, including AHA! nights as well as other future offering and partnership collaboration.
- General Office Assistance – Assist and aid the organization in any administrative tasks, such as membership and fundraising mailings, grant, or proposal submissions,
- Preservation Services – Assist Executive Director as needed with preservation related inquiries, referrals, submissions, and general information sharing.

Qualifications:

WHALE is looking for a dynamic, self-motivated, and creative individual who is interested in community, history and heritage, placemaking and sees the potential in our existing resources to be touchstones to the past while helping meet current and future needs. We encourage New Bedford residents to apply, but residency is not required. This internship can comply with a wide variety of educational pursuits and backgrounds and experience in historic preservation, history, construction, architecture, or community outreach is not required but is helpful.

Skills Necessary:

- Excellent writing and speaking skills and ability to communicate effectively with different audiences (professional writing vs. engaging social media posts)
- Highly organized and self-motivated with an ability to work independently, effectively and meet deadlines.
- Detail oriented and able to research and problem solve.
- Flexibility and adaptability when it comes to creating or managing programs.
- Able to take direction and open to learning new skills.
- Computer proficient (PC) and familiar with the Microsoft suite. Additional program skills, such as Adobe Acrobat, Express, In-Design, etc. desirable but not required.
- Familiarity with social media apps, including Facebook, Instagram, and YouTube.
- Creative and collaborative thinking and comfortable with sharing ideas and thoughts
- Comfortable with speaking to groups and assemblies (programming and outreach)
- Excellent interpersonal skills.

Location:

The intern will work out of WHALE's office on the second floor of the historic Mariner's House at 15 Johnny Cake Hill in New Bedford. The professional office environment requires sitting for a certain amount of hours each day, though site visits and meetings for projects will be likely. The ability to lift between 10 – 15 pounds for events or program supplies is required.

Compensation & Pay

Hours: 20 hours per week through the end of August 2024. A final work schedule will be negotiated with the chosen applicant.

As this is an internship opportunity, the position does not qualify for paid time off or benefits

To Apply:

Submit a resume and a cover letter to Executive Director Erin Miranda at emiranda@waterfronleague.org. by May 17, 2024.