



## CALL FOR WINTER DEVELOPMENT INTERNSHIP

### **Job Description:**

Historic Savannah Foundation (HSF) is interested in identifying a student or graduate intern to work in their bustling office primarily assisting the Membership & Volunteer Coordinator. This intern will report to the HSF Membership & Volunteer Coordinator and will work closely with additional HSF staff and volunteers as needed. This individual should also be comfortable making phone calls on behalf of the organization. Daily duties may include, but are not limited to:

- Data entry & database management
- Placing and returning phone calls
- Sorting and assembly of mailings
- Event planning support activities
- Event day-of support activities
- Assembly of materials for various initiatives

Applicants should have reliable transportation, ability to work both alone and with others, good computer skills, willingness to tackle and complete any task in a timely manner. Proficiency in the following is preferred: Microsoft Office, Excel, and Publisher.

### *ABOUT OUR ORGANIZATION*

*Historic Savannah Foundation is a non-profit historic preservation organization supported by a strong and dedicated membership. The Foundation was established in 1955 in order to save the 1820 Isaiah Davenport House from demolition. From this initial project, Historic Savannah Foundation launched a Revolving Fund Program, which has saved over 360 buildings. The mission of Historic Savannah Foundation is to preserve and protect Savannah's heritage through advocacy, education and community involvement.*

**Compensation:** This is an unpaid internship.

**Schedule:** 10 per week. The hours are flexible and can be negotiated and modified to accommodate class schedules.