



## **The Oak Hill Cemetery Historic Preservation Foundation**

### **Internship**

**Date:** 08/21/2018

**Employment Type:** Fall, 2018 Paid Internship: Marketing and Communications Intern

**Location:** Oak Hill Cemetery, 3001 R Street, NW, Washington, DC 20007

**Reports to:** Directors of Development

### **About the Oak Hill Cemetery Historic Preservation Foundation**

The Oak Hill Cemetery Historic Preservation Foundation is an IRS-designated 501(c)(3) charitable organization. Our mission is to preserve the publicly-accessible Oak Hill Cemetery, a nineteenth century romantic garden park in located in the middle of Georgetown, Washington, DC. Founded by William W. Corcoran in 1849, Oak Hill is a unique place and home to historic interment structures and records. Though the Cemetery has existed since 1849, the Foundation was incorporated in 2003 to address the immediate need to restore, beautify and preserve our historic place.

### **Internship Summary**

The Oak Hill Cemetery Historic Preservation Foundation is seeking a Marketing and Communications Intern for the Fall semester, who can work a minimum of **10** hours per week. The successful candidate will gain first-hand experience with a non for profit organization, including but not limited to, cultivating donors, database management, capitol campaign readiness, and managing social media platforms.

The Foundation's Marketing and Communications intern is a paid position. The intern will receive professional experience related to a career in Marketing and Communications and Resource Development while acquiring experience in nonprofit management.

## **Job Description**

- Assists in content development and updates for the Oak Hill web-site and social media accounts, while working with outside vendors.
- Helps to enhance our newly launched website to increase web crawlers and increase visibility and site audience.
- Works within social media and digital platforms, including, but not limited to Facebook, Twitter, and Instagram.
- Assists with crafting content for the social media posts.
- Helps with all preparation pertaining to special events and programs
- Summarizes special event evaluations and helps with participant follow up.
- Provides assistance as requested with Marketing and Communications or Development projects.

While working in the position, the intern will have the opportunity to:

- Gain a working knowledge of the Historic Oak Hill Cemetery and its community.
- Receive a general overview of data analytics and data management; the Foundation has recently migrated its donor database to [Little Green Light].
- Improve marketing and communication proficiencies.
- Gain insight into fundraising program structure, strategy and event management.

The internship schedule is flexible, however a successful candidate should expect to commit at least 10 hours per week and a minimum of 4 months for the internship. Compensation is paid at \$10.00 per hour.

## **Qualifications and Requirements**

- Emphasis in marketing and communications or nonprofit management.
- Takes initiative, high level of attention to detail, focus on customer service and achieve goals through teamwork.
- Commits to a set weekly schedule during the office hours of 9:00 am to 4:30pm.
- Availability for minimal evening or weekend work.

Interested applicants should email a resume. Do not mail. In the subject line please state, **Fall2018 Marketing and Communications Internship**. All emails should be sent to **[resumes@oakhillcemeterydc.org](mailto:resumes@oakhillcemeterydc.org)**.