

The Oak Hill Cemetery Historic Preservation Foundation
PAID Internship

Date: 12/7/2018

Employment Type: Spring 2019 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 Spring 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, capital 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 website and social media accounts, while working with outside vendors.
- Helps to enhance our recently launched website to increase web traffic 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 \$13.25 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, **Spring2019 Marketing and Communications Internship**. All emails should be sent to loisbrown@oakhillcemeterydc.org.

About Oak Hill Cemetery

The Oak Hill Cemetery Historic Preservation Foundation is a 501(c)(3) organization. Our Historic Preservation Foundation's mission is to preserve the publicly accessible Oak Hill Cemetery. Our nineteenth century romantic garden park is located in the middle of Georgetown, Washington, DC. The Cemetery is a unique place and home to historic interment structures and records, these which need to be preserved. 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.

Location

3001 R Street Northwest, Washington, District of Columbia 20007, United States
