

COMMUNICATIONS INTERN

**Preserve Rhode Island
Providence, RI (Hybrid)
Part-Time, 10 Hours/Week**

Are you a highly organized person interested in pursuing communications/marketing? Enjoy travelling and discovering locations across the state? An interest in history and historic places? This is the perfect internship for you! Preserve Rhode Island (Preserve RI) is seeking a Communications Intern to assist in running our communication efforts and to photograph various historic buildings and landscapes across the state. Reporting to the Coordinator, Communications and Events, this person will assist Preserve RI in its goal of building its foundation for communications.

Key Responsibilities

- Assume responsibility for maintaining social media presence on Facebook and Instagram
- Assist the Coordinator with the regularly scheduled E-Newsletter
- Work with Communications team on creating a communications schedule and timeline
- Organize and maintain the photo library with oversight from the Coordinator
- Travel to, and photograph, key locations across the state as identified by the Communications Team
- Assist, as needed, with other communications-related projects including, but not limited to, the Rhody Awards programming

Location & Time Commitment

This position requires that the person be able to travel to different locations across the state to capture various historic buildings/landscapes for communications content. Additional hours can most often be managed remotely, though occasional travel to the Providence office may be necessary.

Requirements & Preferred Skills

- Enrolled in an undergraduate program- Marketing, Communications, or related major required.
- Ability to travel frequently to locations within Rhode Island required.
- Highly organized and able to take direction.
- Strong computer skills. Proficiency in Microsoft Office (Word, Excel) and Google Products (Drive) required.
- Experience with effective social media techniques.

Additional Details: Please apply by submitting a cover letter and resume to Alex Costa at acosta@preserveri.org. Pay is \$15/hour. Start date is flexible but preferred in early June. The internship will last 10 weeks.

About Preserve Rhode Island

For over 69 years, Preserve RI has been working across the state to protect our historic places through advocacy, engagement, and education. Utilizing our expertise, we work with local communities to find pragmatic solutions to saving and repurposing our historic resources. We

believe that historic preservation can play a key role in addressing current societal challenges like affordable housing, community revitalization, economic development, and climate change.

For additional information, visit www.preserveri.org