



Architectural Heritage Center

701 SE Grand Avenue
Portland, OR 97214
503 231-7264
503 231-7311 fax
www.VisitAHC.org



Student Internships Non-Profit Development & Membership Program Winter/Spring 2010

The Architectural Heritage Center is currently interviewing students for our internship program. We are a Portland based non-profit resource center for historic preservation.

Learning opportunities and possible projects include:

- General Development & Membership office assistance and projects
- Research Foundation and Corporate prospects and support grant writing activities
- Assist Development staff to plan donor events and quarterly Corporate Member Networking nights
- Maintain data tracking, thanks, and renewal schedules for Members, and Corporate Business Partners

Compensation: This is a **non-paid** internship. Internships can be completed for academic credit. Students seeking professional work experience with no academic credit may also apply.

Work Schedule: Hours are flexible and based on the credit hour requirements of the individual academic program, but are agreed upon prior to the start of the internship. Students typically work 8-16 hours a week with a structured work schedule.

General Requirements: Qualified Candidates will be organized, attentive to detail, have strong written and verbal communication skills, be a creative thinker, and able to work independently and as a team player.

Job Specific Requirements: Working knowledge of Microsoft Word and Excel is important. Ability to use PowerPoint is helpful but not required. General strength on the computer is essential.

All interested and qualified students are encouraged to apply.

About The Architectural Heritage Center: Students may learn more about us on our website (www.visitahc.org). Owned and operated by the Bosco-Milligan Foundation, The AHC hosts dozens of programs, workshops, and exhibits each year, helping people APPRECIATE, RESTORE, and MAINTAIN vintage homes, buildings, and neighborhoods. We are also caretakers of one of the largest collections of architectural artifacts in the United States.

To Apply: Resumes and cover letters should be sent to Holly Chamberlain via email at hollyc@visitahc.org. Resumes are accepted on an on-going basis. Qualified candidates will be contacted to schedule a telephone interview. Resumes received after current positions are filled will be kept on file for the following term.