



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



## **Student Internship Social Media and Online Marketing Winter/Spring 2010**

**The Architectural Heritage Center** is currently accepting applications for our new social media and marketing position in our internship program. We are a Portland based non-profit resource center for historic preservation.

### **Learning opportunities and projects include:**

- Assist with the management of our Facebook account
- Creation of weekly digital newsletters using Constant Contact
- Online marketing of programs and events
- Assist with maintaining media tracking and advertising notebooks
- Participate in programs and events

**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:** Internship 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. For this position, candidates must be available for a full business day on Wednesdays.

**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:** Qualified candidates must have exceptional social media knowledge and skills, must have excellent writing and grammar, and an ability to work in Adobe Photoshop. Experience with Constant Contact and InDesign is helpful. Working knowledge of Microsoft Word and Excel is helpful. Ability to scan and retouch images is required. General strength on the computer is essential.

All interested and qualified students or recent graduates are encouraged to apply.

**About The Architectural Heritage Center:** Students may learn more about us on our website ([www.visitahc.org](http://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 Barbara Pierce via email at [barbarap@visitahc.org](mailto:barbarap@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.