Internship Contact:
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Non-Profit Administration Internship

Deadline: Open

Principal Goal:
To allow a student interested in preservation advocacy to gain experience with a key role in the day-to-day operations of a non-profit agency.

Responsibilities
Spend 10 to 15 hours each week in the office of Historic Charlotte.

Duties may include:
• Answering the telephone and redirecting inquiries. (Historic Charlotte serves as the ‘first call’ for many people seeking information on other history and heritage groups in the area.)
• Reviewing local and industry publications for clippings, program ideas, speakers, or advocacy opportunities.
• Preparation of educational material (tour maps, table displays, etc.)
• Assisting with preparation of a newsletter for regional history and heritage groups.
• Assist with grant seeking and preparation.

Agency Commitment
Staff and Board will be available to student throughout the internship.

By completion of internship, Intern should have:
• Understanding of interaction among various history and heritage organizations and between these organizations and the public.
• Ability to create a basic advocacy plan including a press release, broadcast email, contact roster, media plan and talking points.
• Portfolio samples of articles, presentations and educational material s/he has helped to create.
• Understanding of the non-profit’s relationship with funding sources (donors, Board, grant making institutions).

Possible Projects for additional, subsequent internships:

**Davidson Family Schoolhouse at Rural Hill**
Concept: Assist with coordination of the programming created by the constituent organizations. (Char-Meck Schools, CVSS, County Park and Rec)

**Historic District Commission and/or Historic Landmarks Commission.**
White Paper: What is the purpose of the Commission, what is the process by which it operates, what has it accomplished.

**Package ticket to Hezekiah Alexander, Latta and Rosedale**
Concept: Create a program to market and sell a single ticket that could be used over a limited period of time to access each of the sites. 
Issues: Who issues the ticket (HC); how are revenues allocated; what is the life of the ticket (6 months or ends on Dec 31); is there programming created to specifically support this ticket, or is existing site programming sufficient.

**General Advocacy Issues**
Pitfalls (alienate large donors) and possibilities (build market awareness for historic preservation, increase financial incentives to save).

**Regulator-Developer Roundtable**
Create a forum for developers and regulators to interact in a non-confrontational setting to discuss issues of mutual concern. Issues could include conflicting regulations and methods for resolution, changes needed to existing regulations, cross-education opportunities for inspectors and/or development personnel.