



Position Summary

Restore Oregon seeks a creative, organized, and driven individual to be its Legacy Business Research & Outreach Intern. The Legacy Business Research & Outreach Intern will be a vital part of Restore Oregon's commitment to pursuing new and diverse historic preservation programming for Oregonians statewide. The Legacy Business Initiative (LBI) is a new program that lays the groundwork for preservation practices in Oregon that are more inclusive and responsive to the state's diverse stewards of historic and cultural resources by offering support to women-owned and BIPOC-owned historic businesses in Oregon. Learn more about [legacy business programs here](#).

The objective of this position is to fulfill the requirements of a grant by establishing terminology, program parameters, and diversity, equity, inclusion (DEI) practices while prioritizing women-owned and BIPOC-owned businesses for a legacy business program pilot in Oregon and conduct surveys and/or virtual roundtables with legacy business owners to incorporate their priorities and needs.

Organization Description

Founded in 1977, Restore Oregon is a state-wide, 501(c)(3) nonprofit organization, supported by members/donors, led by a volunteer board, and staffed by professionals, who help people save and revitalize historic places and spaces. We work on the front lines and behind the scenes to leverage relationships, resources, and creativity to preserve, protect, and pass forward Oregon's heritage.

Restore Oregon promotes inclusive historic preservation as a means of preserving our region's cultural heritage, and as a tool for solving challenges such as insufficient affordable housing, stalled economic development, and negative impacts from climate change. We advocate for effective policies and incentives, deliver quality educational programs, and directly intervene to save endangered places that matter to Oregonians.

Duties and Responsibilities

Research and define LBI terminology for an Oregon program initiative. The position will establish DEI practices for a LBI with prioritization of women- and BIPOC- owned/operated businesses. Create and distribute a survey of LB owner/operator needs that can be met through a LB initiative. Summarize findings. Conduct a minimum of 4 virtual roundtables of geographically and culturally diverse LB owners/operators to discuss their priorities and needs from a legacy business program. Report findings with recommendations on parameters for an Oregon LBI. Report to Programs Director and work with economic study consultant as necessary.

Qualifications and Qualities

This internship opportunity is open to students or recent graduates of a graduate college program in the field of business, communications, sociology, social justice, historic preservation, and/or related field.

- Bring a unique perspective and experience to advance our mission and progress to preserve, reuse, and pass forward Oregon's historic places
- Knowledge of Oregon's cultural diversity and history
- Must have a passion for advancing the role of cultural diversity in Oregon
- Experience with Google Office Suite
- Knowledge of survey/form creation and distribution
- Strong research skills
- Ability to perform outreach to diverse community members and facilitate group conversations
- Ability to coordinate and conduct virtual meetings
- Ability to analyze data and summarize with recommendations
- Capable of responding to tight deadlines and changing priorities
- Proficient oral and written communication skills; bilingual or multilingual a plus
- Remote work requires candidate use a computer or laptop with webcam (see Compensation and Benefits), personal cell phone, and suitable virtual office environment to work from; candidate must participate in required meetings as a representative of Restore Oregon with camera on
- Flexible work schedule; minimum of 15 hours/week

What you will learn while working with us

Historic preservation practices will be taught, and organizational systems and technology can be learned on the job. Use of new technologies will always be considered. The background of and current successful LB programs in other states will also be learned on the job.

Compensation and Benefits

- \$18/hour; assigned duties must be completed May - October 31, 2022; flexible schedule not to exceed 300 hours
- \$85/month technology stipend for basic internet and cell phone service
- Organizational laptop w/webcam provided, if needed
- A minimum of 4 co-working space passes will be provided, as needed, to conduct required virtual roundtables
- Restore Oregon will participate in establishing internship credits, if needed
- Restore Oregon will work with candidates on their specific needs

Equal Opportunity Employer

Restore Oregon is committed to equity within historic preservation work. For that reason, we do not discriminate based on race; ethnicity; gender or gender identity; sexual orientation; national origin; ancestry; age; marital status; veteran status; mental or physical disability not affecting one's ability to perform the essential functions of the job with or without reasonable accommodation; religion; or any

other protected characteristic covered under federal, state or local law. This policy applies to all areas of employment, including hiring, placement, promotion, termination, leaves of absence, compensation, and training. If any part of our hiring process has created an undue barrier or hardship, please let us know so that we may explore accommodations with you.

Application Instructions

Please submit all applications through our careers page: <https://restoreoregon.org/careers>

All applications must be submitted through the form on our website to ensure the most equitable hiring process. Using this form will allow us to do blind resume reviews, in which all identifying personal information will be hidden and resume content will be assessed using a standardized rating tool. If you have any problems with this form or need accommodation to apply by a different method, please contact info@restoreoregon.org.

In lieu of a cover letter, please provide responses to the following prompts:

1. Tell us about why your background, values, knowledge, or skills make you a good candidate for this position.
2. Please review Restore Oregon's DEI (diversity, equity, and inclusion) policy and tell us why DEI is important to Oregon communities.