



Position Summary - Marketing Intern

Restore Oregon is seeking an enthusiastic and dependable Marketing Intern looking to gain hands-on design and communication experience in a professional setting. Under the supervision of the marketing director, and working within our brand standards, the intern will gain experience with social media, print/digital magazine layout, monthly eNews, web content, and our CRM.

Restore Oregon's organizational culture is suited to a self-directed, entrepreneurial-minded individual who thrives on multi-tasking and collaboration, who has a positive, flexible and goal-oriented outlook. Diversity, equity, and inclusion practices are at the center of our daily work. The person in this position must embrace diversity, equity and inclusion for our community. It is especially important when representing Restore Oregon in-person and online.

Organization Description

Founded in 1977, Restore Oregon is a statewide, 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

Assist in the creation of print materials and digital marketing, including a print magazine, eNews, website, and social media content.

Qualifications and Qualities

The internship opportunity is open to current students of a college program in the field graphic design, marketing, communications or similar field

- Bring a unique perspective and experience to advance our mission and progress to preserve, reuse, and pass forward Oregon's historic places

- Proficiency in the Adobe Creative Suite for digital and print design (InDesign, Illustrator, and Photoshop)
- Experience with Wordpress, or comparable platform, or desire to learn
- Experience with email marketing platform or desire to learn
- Proficiency in Google Office Suite
- Photography experience is a plus
- Excellent verbal and written communication skills; attention to detail a plus
- Ability to work within tight deadlines and changing priorities

What you will learn while working with us

Under the supervision of the marketing director and working within our brand standards, the marketing intern will gain experience with social media, print/digital magazine layout, monthly eNews, web content, and our CRM. Specifically gain both print and digital marketing and design pieces to include in their portfolio.

Compensation and Benefits

- Flexible work schedule, at 15 hours a week at \$18 per hour
- Work is accomplished in a virtual office setting by maintaining a home office with sufficient internet access.
- Restore Oregon provides support, as necessary, to provide a professional working environment including:
 - \$85/month technology stipend for basic internet and cell phone service
 - Laptop with webcam provided, if needed
 - In person and team-building time will be required, with space provided

Equal Opportunity Employer

Restore Oregon is committed to equity within historic preservation work. For that reason, we do not discriminate based 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 us.

Writing prompt / work sample

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

1. Tell us what about your background, values, knowledge, or skills make you a good candidate for this position. What about this position interests you?
2. Please review Restore Oregon's DEI (diversity, equity, and inclusion) policy. Tell us what DEI means to you.
3. Provide a portfolio of your design work and two writing samples – If you do not have a portfolio, please provide two design examples along with a description of your role involved to create it. Writing samples can vary, and may include anything from a promotional piece to an essay.