



Preservation Programs Intern, Fall 2022

Position Summary

Restore Oregon (RO) seeks a creative, organized, and driven individual to be its Preservation Programs Intern. The Preservation Programs Intern will be a vital part of RO's commitment to provide historic preservation resources and technical assistance to underserved communities statewide. RO aims to be the statewide leader in "inclusive preservation," a term we coined to describe using preservation to tell Oregon's full story, from multiple regions and perspectives, while breaking down negative perceptions and removing barriers to access. By investing time and resources in understanding the needs of Oregon's rural communities, we can reframe what preservation means in rural Oregon and make a greater impact by creating and implementing innovative new tools and processes that can help solve rural challenges.

The objective of this position is to fulfill the requirements of a grant funded by The Roundhouse Foundation by strengthening RO's response to technical inquiries received from rural areas, updating and digitizing historic preservation resources for our website library, and providing general historic preservation programs support including research, content creation, technical preservation support, and historic conservation easement monitoring.

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

Respond to technical historic preservation inquiries, analyze inquiries from rural communities, standardized responses, and develop new resources to streamline the technical inquiry response process. Update existing historic preservation resource materials for digitization and posting in online libraries. Perform research, create content for monthly eNews and/or quarterly Field Notes, provide general technical preservation assistance, and perform historic conservation easement monitoring in Portland, OR. Report to the Programs Director and work with RO staff as necessary.

Qualifications and Qualities

This internship opportunity is open to current students in a graduate college program in the field of historic preservation, history, architecture, 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 or willingness to learn
- Candidates with experience living or working in rural communities desired
- Must have a passion for advancing the role of cultural diversity in public services
- Experience with Google Office Suite
- Knowledge of historic preservation practices
- Strong research skills
- Knowledge of/ability to conduct DEI practices
- Ability to perform outreach to diverse community members
- Ability to coordinate and conduct virtual meetings
- Ability to analyze data and summarize with recommendations
- Proficient oral and written communication skills; bilingual or multilingual a plus
- Remote work requires candidate have a computer or laptop with webcam (see Compensation and Benefits), 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
- Candidates within a day's drive to Portland, OR preferred
- Flexible work schedule; minimum of 8-10 hours/week

What you will learn while working with us

Organizational systems and technology, specifically SmartSheet project management software, will be learned on the job. Intern will learn and strengthen skills to provide technical assistance as a key component of providing advocacy, education, and outreach statewide.

Compensation and Benefits

- \$18/hour not to exceed 120 hours; flexible schedule
- \$85/month technology stipend for basic internet and cell phone service
- Organizational laptop w/webcam provided, if needed
- Mileage and travel costs associated with easement monitoring will be reimbursed
- 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 at <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 cover letter, please provide answers to the following questions:

- 1. Tell us why you are a good candidate for this position.**
- 2. Please develop a thoughtful response to this inquiry for technical assistance:**

Type of inquiry: A preservation project or technical question

Subject line: Mace (Homer) House

How can we help you? I need advice on how to proceed with getting this property historically designated, how to source funds to help with the renovation, and assist with determining the age/history of the structure.

Historic Property Address: 816 N Court, Burns OR

Public or privately owned: Private

Background Information: I just purchased this home and it needs restoration work so I can move in. I would like to find out how to get it historically designated and what funds are available to help with the renovation costs. It needs foundation repairs, a new roof, and interior remodeling. I don't really know much about the history of the house other than that the daughter of the original residents lived in it most of her life. I think her married name was Vella McQueen.
