



FRIENDS of the Upper East Side Historic Districts – Summer 2022 Intern Position

FRIENDS of the Upper East Side Historic Districts is seeking an intern to assist in the daily operation of an independent non-profit membership organization dedicated to preserving the architectural legacy, livability, and sense of place of the Upper East Side -- including its 131 individual landmarks and seven historic districts.

The intern will assist the Manager of Preservation and Outreach with advocacy issues and special projects, such as research on Landmarks Preservation Commission issues and written content for FRIENDS' website. The candidate will also work on planning and zoning issues as part of FRIENDS' ongoing initiatives to ensure reasonable development on the Upper East Side. In addition, the candidate will work with community groups and government agencies and may appear before the New York City Landmarks Preservation Commission and the local Community Board. As needed, the intern will also help with general office administration, membership coordination, newsletter production and special events.

This position requires an enthusiastic, motivated person who is extremely knowledgeable about historic preservation policy and the built environment of New York City. The candidate must have strong communication skills and be comfortable speaking publicly. Excellent writing skills, attention to detail, and ability to adapt to a variety of work assignments as part of a small team are essential. Skills including Wordpress and any database management experience are a plus.

Competitive candidates will have completed at least one year of an advanced degree program in historic preservation program, or will be recent graduates. There is a possibility of extending the internship period into the fall. The paid intern will work 12-20 hours per week. Schedule is flexible, though availability on Tuesdays is a plus. Work is still mainly remote but may entail some time in person. We ask that all candidates demonstrate full vaccination against Covid-19.

We are looking to fill this role immediately. Please send a resume, cover letter, and writing sample of less than 10 pages by Wednesday June 15th to:

Lara Secchin
Manager of Preservation and Outreach
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