

# The Historic Preservation Foundation of North Carolina, Inc. dba Preservation North Carolina

## Job Description: Myrick Howard Preservation Internship – Headquarters Office

The Intern will conduct property inspections during the summer (May to July), working closely with the Properties Director and Regional Directors, attend weekly staff meetings and assist with membership events.

### Essential Functions:

- **Conduct property inspections (95%)**

The Intern shall work closely with the Properties and Regional Directors to conduct in person and virtual property inspections throughout the state, with in-person inspections and virtual inspections.

- Review the [Guidelines for Property Inspections](#) for relevant information.
- Coordinate the weekly schedule for property inspections with Properties Director.
- At the site visit, document the condition of the property by taking digital photographs (must be in jpeg format). Any questions regarding covenant compliance or changes the owner wishes to make shall be directed to the Regional Director.
- Complete Inspection Form for each property inspected. Enter the details from each property inspection into an [Inspection Form](#). Send completed Inspection Forms to the Office Assistant, with relevant Regional Director copied, weekly for updating the property database.
- Rename all digital photographs and save to OneDrive account. Follow the [PNC naming guidelines](#) to rename all of the photographs taken of each property. Upload renamed photographs to the appropriate folder in the PNC Photos OneDrive account.
- Look up and record parcel numbers to create a geospatial reference and catalog corresponding tabular attribute data for all PNC properties, using GIS.
- Conduct “virtual” property inspections utilizing Google Street View and/or self-monitoring form responses.

- **Other duties (5%)**

- Attend weekly Zoom staff meetings.
- Assist with membership events.

**Work location and schedule:** This is an hourly position (25 hours per week) that will be primarily remote work with some in-office work possible, either in Tarboro, Raleigh, Durham or Lincolnton based on the candidate’s location. PNC’s typical business hours are Monday through Friday from 9:00am to 5:00pm with the potential for occasional earlier/later hours to accommodate property owner schedules.

**Reports to:** Properties Director

**Qualifications:** Attention to detail and organizational skills are imperative; excellent oral and written communications skills; willingness to take initiative; outgoing and personable manner; ability to effectively communicate with property owners, staff, donors and the general public; knowledge of computer systems and data and word processing software including Office 365, Microsoft Word and Excel. Interest in historic preservation is a plus.

Preservation North Carolina is an Equal Opportunity Employer promoting fairness and prohibiting discrimination in the workplace.