

Title: Green Book Engagement Intern

Organization: NC African American Heritage Commission

Reports to: Janeen Bryant, Lead Facilitator



Summary:

The North Carolina African American Heritage Commission is leading a project to identify, develop, and build infrastructure for a mapping and marker program for extant (still standing) Green Book sites. This project will provide virtual infrastructure to identify and research extant Green Book sites, develop digital resources to share site documentation and mapping work, and a blueprint/plan for a Green Book extant sites historical marker program.

We are looking for an engaged and active intern to join our research, coordination, and communications efforts.

General Descriptions of the Role

This part time (10 hours per week) role is designed to support the “Exploring a National Model for Mapping and Marking Green Book ‘Oasis Spaces’” Project. We seek a creative and socially engaged individual who will help accelerate the productivity of the team with high quality research, communications, and coordination abilities. Reporting directly to the project facilitator, this intern will serve as a key contributing member to the initiative.

Specific Responsibilities

- In collaboration with members of the planning team, assists in the development of an interstate Green Book network.
- Assists in the development of communications directly to statewide participants, creating digital materials, and learning statement for best practices related to the initiative.
- Understand and develop cross-sector partnerships spanning North and South Carolina.
- Recruit and secure community partners leading up to goal date.
- Organize details related to project, location histories, mapping, and markers.
- Utilize project management terminology and software to assist in management in the scope and scale of the overall project.

General Qualifications

The ideal candidates should have:

- 1) Enthusiasm for historical and cultural engagement activities focused on community mapping and virtual infrastructure.
- 2) Poise and knowledge necessary to represent the NC African American Heritage Commission.
- 3) Ability to manage several tasks simultaneously.
- 4) Strong written communication skills.
- 5) Familiarity with and proficiency using Google Drive, Canva, Microsoft suite, survey tools, and social media platforms.

Additional Notes:

This is a paid internship (\$5,000 stipend), opportunities to work span from April 2022 to December 2022.

This project may require that the intern have access to transportation for flexible meetings.

Fluency in Spanish is a plus, not a requirement.

To Apply:

- Submit your resume, cover letter, and transcript (unofficial is ok).
- Please submit all materials to ncaahc@ncdcr.gov. Please use subject line: Green Book Intern.
- **DEADLINE:** March 18, 2022 at 6:00 p.m.

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