

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

*Founded in 1939, Preservation North Carolina is a private nonprofit statewide historic preservation organization with a mission to protect and promote buildings, landscapes and sites important to the diverse people of North Carolina. Our recent work includes the preservation of mid-century modern architecture, the cultivation of our We Built This exhibit to promote the contributions of Black architects and builders, and celebrations of fascinating communities across our state.*

## 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 (RDs), attend weekly staff meetings and may assist with membership events.

### Essential Functions:

- **Conduct property inspections (95%)**  
The Intern will work closely with the Properties Director, Properties Assistant, RDs and Property Owners to conduct mostly in person and some virtual property inspections throughout the state.
  - Review the [Guidelines for Property Inspections](#) for relevant information.
  - Coordinate the schedule for property inspections with Properties Director and RDs.
  - Coordinate onsite inspections directly with Property Owners and appropriate RD.
  - At the onsite visit, document the condition of the property by taking digital photographs (must be jpeg format). Any questions regarding covenant compliance or changes the owner wishes to make are directed to the RD.
  - Complete [Inspection Form](#) with details for each property inspected. Send completed Inspection Forms weekly to the Properties Assistant, copying the relevant RD and Properties Director.
  - Rename all digital photographs following the [PNC naming guidelines](#). Upload renamed photographs to the appropriate folder in the PNC Photos OneDrive account.
  - Research properties and ownership status via county GIS records.
  - Conduct “virtual” property inspections utilizing Google Street View. This may include requesting current digital images from Property Owners.
- **Other duties (5%)**
  - Attend weekly virtual Microsoft Teams staff meetings.
  - Assist with membership events as needed.

**Work Location and Schedule:** This is an hourly position (40 hours per week) that will require travel using the candidate's personal vehicle throughout the state. Mostly remote with some in-office work possible in Raleigh, based on the candidate's location. PNC's typical business hours are Monday through Friday from 9:00am to 5:00pm with likelihood for earlier/later hours to accommodate Property Owner schedules.

**Reports to:** Properties Director

**Qualifications:** Personal vehicle with valid NC driver's license; personal computer to access business files online; impeccable 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 seeking representation, promoting fairness, and prohibiting discrimination in the workplace.**