

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. This Internship is generously funded by the Richard Hampton Jenrette Foundation.

Job Description: The Richard Hampton Jenrette Foundation Internship

The Intern will conduct a feasibility study during the summer (May to July) both remotely and in Magnolia (Duplin County) on the Stanford Community Center. The study will entail a comprehensive analysis assessing the adaptive reuse of the property consulting with experts in the field and Preservation North Carolina staff. Work will include evaluating the property's structural condition, zoning restrictions, environmental impact, and financial costs to determine the project's legally, physically, and economic viability.

Essential Functions:

- Conduct onsite work and collaborate with experts (80%)**

The Intern will work closely with professionals and Preservation North Carolina staff to research site specific conditions and approaches for adaptive reuse of the property.

- Physical Assessment – Evaluate the building's structural integrity, potential of hazardous materials, and scope of repairs.
- Regulatory & Zoning Analysis – Determine local regulations, zoning constraints, and legal restrictions that may limit development or changes.
- Adaptive Reuse Analysis – Explore potential new uses for the property while respecting its historic character.
- Financial & Market Analysis – Estimate development costs, analyze market demand, and evaluate funding sources and application of Historic Tax Credits.
- Risk Evaluation – Identify potential pitfalls early to avoid, such as structural issues, high rehabilitation costs, or permitting delay.

- Create a feasibility study report (20%)**

- Develop a detailed feasibility study report.

Work Location and Schedule: This is an hourly position (40 hours per week) for 12-weeks that will be based remotely with travel using personal vehicle to Magnolia for onsite needs. Lodging will be provided if not within a two-hour drive from Magnolia.

Reports to: Dawn Williams, HR & Properties Director

Qualifications: A minimum of 3rd year collegiate work or combination of training/education in architecture, planning, development or similar real estate project; attention to detail and organizational skills are imperative; excellent oral and written communications skills; autonomous work ethic; willingness to take initiative; outgoing and personable manner; 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.