



**AMERICAN
BATTLEFIELD
TRUST** ★ ★ ★
PRESERVE. EDUCATE. INSPIRE.

Policy and Communications Internship

The American Battlefield Trust, the nation's premier battlefield land preservation organization, offers paid part-time internships to students interested in history and conservation in our Washington, D.C. office, up to 29 hours per week. Successful candidates may be able to arrange for varied tenures, depending on availability. While we strive to accommodate the schedules of qualified candidates, the selection process is competitive and organizational staffing needs are consideration criteria.

Please note: We are seeking candidates with the ability to work on-site in our D.C. office 2-3 days per week, with a telework option offered the remainder of the work week.

The Trust's Policy Intern responsibilities will consist of, but are not limited to, the following:

- Assisting in preparation and execution of advocacy campaigns
- Performing simple policy research, especially in regard to issues impacting and persons connected to battlefield preservation
- Monitoring media coverage and investigating potential media outlets to diversify our coverage (ex. bloggers/podcasts/new media, tourism, etc.)
- Composing history or preservation-related content for online placement, e-mail distribution, or print materials — with the use of credible sources, good sentence structure/grammar/spelling, and the Trust's style guide
- Reviewing and proofreading Policy & Communications department documents and projects
- Maintaining and updating Trust-associated WordPress and Facebook pages with relevant and carefully crafted content
- Performing photo and historical research when project needs arise
- Supporting the Policy & Communications team with simple administrative tasks

Qualified candidates will be/have:

- A commitment to the mission of the American Battlefield Trust and a genuine interest in history and preservation, as well as legislative processes
- Passion for effective communication and utilizing various tools to deliver messaging
- Self-motivated, detail-oriented individuals with superior written, verbal and organizational skills
- Excellent computer skills with experience in social media and Microsoft Office
- The ability to work independently and with coworkers on collaborative projects
- The ability to work well under pressure and with deadlines

Successful candidates will be contacted by a staff member directly. As part of the selection process, candidates may be asked to participate in an interview, either in-person or over videoconference/phone. We regret that due to the volume of submissions, we may not be able to respond personally to all applicants. No calls, please.

Application packages should contain a cover letter, resume and two writing samples (no more than five pages; excerpts welcome). Please submit applications to policyresumes@battlefields.org with "POLICY & COMMUNICATIONS INTERNSHIP" in the subject line.

The American Battlefield Trust is an Equal Employment Opportunity employer.