

Women's Rights National Historical Park



Experience Your America through an Internship

INTERN Positions open

COMPLIANCE PROGRAM ASSISTANT

Supervisor: Anne Derousie

Location: 136 Falls St,
Seneca Falls, NY 13148

Applications accepted by email: Subject line to read recruiting
Email to Anne_Derousie@nps.gov or 315-568-0007

Job Description: Provides support to Cultural Resources Division in the maintenance of historic houses, cultural landscapes, exhibits, and collections. Duties include support of proposed actions with potential to affect cultural or natural resources within the boundary of Women's Rights NHP. The intern may develop a special project or temporary exhibit based on park themes and intern interest if time allows. The intern will operate as a critical member of the Cultural Resources Division Staff, which has responsibility for collections, research library, exhibits, historic housekeeping, cultural landscapes and historic structure preservation planning. All work takes place under the supervision of the park historian.

Skills to Be Developed in the Course of the Internship - Use of NPS compliance web-program, familiarity with historic building elements, practices, and materials of the 1820-1860 period, use of criteria under the National Environmental Policy Act and National Historic Preservation Act to evaluate proposed actions, preparation of compliance documentation for permanent record of actions, oral and written communication skills

Intern must wear Volunteer Uniform shirt and nametag (provided) while on duty.

Disclaimers: Photographs and products created in the course of the internship to document conditions or activities are the property of the NPS. Products created under the internship will be used in accordance with NPS needs and policies.

Skills and Qualifications: Attention to detail, thoroughness, basic MS Office programs, familiarity with web-based programs, demonstrated communication skills in gathering and reporting information, ability to document activities accurately, demonstrated ability to create well-documented written summaries and narratives.

Training Required: Background Investigation and Computer Security Training

NPS compliance training and Historic Preservation Act and NEPA training

Epley Institute courses on NPS

Orientation to Women's Rights National Historical Park

Reviewed by: Vivien Rose

Last updated: 10/18/2011

