



Organizational Development Intern

About Cedar Lake Historical Association

The Cedar Lake Historical Association, Inc. (CLHA) operates the Lake of the Red Cedars Museum as an *Escape to the Past*; bringing together those interested in the history of Cedar Lake and those seeking to understand our traditions and heritage. The total collection is comprised of several thousand artifacts, as well as the Museum structure itself. The artifacts are used to tell the resort-era history of Cedar Lake to residents and tourists. We also preserve modern Town history for future generations. In 2017, our Association is observing its 40th Anniversary.

Organizational Development Internship

- Research potential private, corporate foundations
- Maintain donor and member databases and files, including calendaring deadlines, logging dues, generating and sending correspondence, and logging volunteer staff hours
- Provide special event staff support, including assisting with creation of invitation list, all logistics, soliciting sponsors, communicating with venue and vendors
- Increase social media footprint and seek other avenues of publicity and marketing
- Volunteer recruitment and scheduling

An ideal candidate must

- Be responsible, flexible, hard-working, ethical, and trainable.
- Possess a high level of organizational skills and be detail oriented
- Possess solid oral and written communication skills
- Be proficient at a variety of computer skills, e.g., Microsoft Word, Publisher, PowerPoint and Adobe Acrobat, social media are mandatory; graphic design skills a plus; Past Perfect Museum Management Software database training will be provided
- Be able to operate standard office equipment and digital camera; videorecording skills may be required.
- Have interest in a nonprofit career, particularly development and fundraising, is desirable.
- Consent to a background check.

Time commitment

Seasonal: May-September; Thursday & Friday, 3:00-6:00 PM; Saturday & Sunday, 2:00-6:00 PM

Compensation

Unpaid – this internship is for individuals willing to volunteer their services without expectation of compensation. CLHA will cooperate with educational institutions to ensure that the internship is academically-oriented for the benefit of students. Position offers an excellent opportunity to work on substantive projects and can result in a great reference.

To Apply

E-mail cover letter, resume, and writing sample to Julie Zasada, CLHA Executive Director, at clhamuseum@yahoo.com with a subject line of "Application for Development Intern"

Escape to the Past

P.O. Box 421, Cedar Lake, IN 46303

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