



Landmark East Harlem – Paid Internship Position

Landmark East Harlem (LEH) is seeking an intern to support its efforts to preserve and protect the historic, cultural, and architectural character of the East Harlem neighborhood of Manhattan. The paid internship would begin in January 2018 and run through the spring semester of 2018. There is the potential for the internship to continue into the summer of 2018.

LEH, formed in 2015, is a collaborative effort among Lott Community Development Corporation, CIVITAS, East Harlem Preservation, the Marcus Garvey Park Alliance, and other stakeholders from East Harlem. Members of LEH have been involved in the development of the East Harlem Neighborhood Plan and have helped to raise awareness of historic preservation as a key component of a comprehensive neighborhood plan.

Since LEH formed, the Landmarks Preservation Commission (LPC) has designated one new individual landmark in East Harlem and recently calendared four additional buildings for designation hearings in 2018. LEH will be heavily involved in advocating for the designation of these calendared properties during the internship period and will continue to advocate for additional individual landmark designations and potentially historic district designations in the neighborhood. The intern will assist with property research, preparation of testimony for LPC hearings, photographing of buildings, and education/outreach efforts.

In addition to its work at the local level, LEH has commissioned a study for a potential State/National Register-listed East Harlem Historic District. Based on this study, the State Historic Preservation Office (SHPO) has determined the district to be eligible for listing. In 2018, LEH will begin a community education and outreach process to inform property owners about the benefits of listing on the State and National Registers, engage property owners in conversation around concerns and questions, and build consensus among community stakeholders about proceeding with the listing process. This will require creative and enthusiastic community engagement via both mail and digital outreach, public meetings, and interfacing with community leaders and local officials. The intern will coordinate with SHPO and work alongside Landmark East Harlem to meet these goals, but will be largely self-directed.

Responsibilities will include:



- Developing a comprehensive list of property owners within the proposed district
- Creating outreach materials for educating and engaging homeowners about the proposed district
- Conducting research to support the creation of the district
- Assisting with the planning and execution of public meetings about the proposed district
- Supporting Landmark East Harlem with various communications and engagement via the LEH website and social media platforms

This position requires an enthusiastic, motivated person who is knowledgeable and passionate about historic preservation and community development. The successful applicant must have an interest in the field of historic preservation and architectural history, and preferably some educational background in history, architectural history, architecture, historic preservation, or a related field. Interpersonal, oral and written communication skills are necessary, as well as organizational skills and the ability to balance multiple ongoing tasks and special projects.

The candidate should also have experience with using digital platforms (website, e-newsletters, and social media) for public outreach. A graduate student pursuing a degree in historic preservation, urban planning, community development, or a related field is preferred. Fluency in Spanish is also helpful, but not required.

This internship is paid and will begin in January 2018. The intern will work 10-15 hours a week, but scheduling is flexible. The intern will be based at Lott Community Development's office in East Harlem but will work on behalf of LEH and report to the leadership of the group.

E-mail letter of interest, resume, and a brief writing sample addressed to:

Christopher Cirillo, Executive Director/President
Lott Community Development Corporation
421 East 116th Street, Ground Floor
New York, NY 10029
cirilloc@lottcdc.org