Highlands Stories Project Manager Job Description

Non-Profit Student Intern

The Highlands Stories Project is looking for a motivated student to participate in a work-study program. The selected student should be prepared to work independently in a fast-paced environment. This is a part-time position to include about 5-10 hours per week (one or two class periods of work to be conducted either at HHS or at the FTEF BirdHouse @ 2504 Memorial Pkwy). This position will receive 1 HS credit.

Job Tasks:

- Assist with the documentation & archival of policies, procedures and supporting materials for the Highlands Stories Project (to be used by future participants of the project).
- Help manage the artifact approval process; includes meeting logistic management & communication and presenting to Artifact Approval Committee
- Manage & update artifact inventory catalogue
- Prep artifacts for website; includes uploading stories and determining layout, taking artifact photos, creating QR codes, creating Flipping Books
- Contacting and/or interviewing alumni/donors to gather information about artifacts
- Write stories (or parts of stories) surrounding artifacts
- Represent Highlands Stories in the community to field questions, participate in media interviews and potentially present publically.

Required Skills:

- Ability to complete tasks independently after receiving direction
- Strong communication & writing skills
- Organized
- Must be able to troubleshoot and critically think through process
- Self-directed & motivated
- Technical proficiency (Word, Excel, Google Sites)
- Strong attention to detail
- Design experience (Adobe, Photoshop, Canva) a plus

This is an unpaid student internship position. The student will be managed/ overseen by the HHS Media Center Assistant, HHS Principal, and FTEF staff.