

Michigan Coalition Against Homelessness Position Description

Position Title: Historical Curator Intern

Reports To: Executive Director

Work Location: 15851 S Old US-27 Building 30, Suite 315, Lansing, MI 48906

Position Summary: Position is responsible for researching and compiling the history of the Michigan Coalition Against Homelessness for common public knowledge.

Essential Duties and Responsibilities:

- Research prior board meeting minutes to accurately gather former members;
- Contact former board members and community volunteers to discuss past involvement of agency;
- Speak with current staff members to connect the past with the present;
- Provide history presentation to board/staff members;
- Other activities as assigned.

Qualifications:

- Self-starter;
- Desire to preserve and protect the rich history of Michigan Coalition Against Homelessness;
- Strong written and verbal communication skills;
- Ability to organize activities and prioritize assignments;
- Working knowledge of Microsoft Office Suite;
- Experience with general office operation helpful;
- Desire and ability to work collaboratively with others;
- Ability to work independently;
- Desire to make a difference in the human service sector.

To apply for this position, please send resume and cover letter to Laurel Burchfield, Manager of Marketing, Growth, & Development, lburchfield@mihomeless.org.

This is an unpaid position located in Lansing, MI. Class credit may be available.