



## **POSITION DESCRIPTION:**

### **Administrative Intern**

Friends of the High Line (FHL) was formed in 1999 by residents in the West Village and Chelsea to preserve the historic High Line structure for reuse as an elevated public open space through the federal rail-banking program. Construction of this unique park, almost 1.5 miles long, spanning 22 blocks from Gansevoort Street to 34th Street, began in April 2006, and the first section is scheduled to open in 2008.

The Administrative Intern provides general administrative support to FHL staff, specifically focusing on office operations, community outreach, and public events. Interns do substantive work while gaining in-depth experience in non-profit administration, park operations, community outreach, and events management.

Internships are unpaid but may be done for academic credit or on a volunteer basis. Interns are expected to work between 15-25 hours per week.

#### **Responsibilities**

Primary responsibilities include reception duties (answering phones, greeting guests), standard administrative tasks (data entry, photocopying, filing, distributing mail, running errands, etc.), assisting with event production, mailing assembly, and other tasks as needed.

#### **Qualifications**

The successful candidate will have an interest in architecture, non-profit management, urban planning, or New York City history; the ability to handle a variety of administrative responsibilities, and to work independently and creatively; excellent organizational, interpersonal, verbal and written communication skills; excellent attention to detail; a high level of computer and Internet literacy; familiarity with basic office equipment and supplies. Experience as clerical support preferred but not required.

#### **Education**

High school diploma/GED

#### **To Apply**

Please submit a cover letter and resume to: [jobs@thehighline.org](mailto:jobs@thehighline.org). Only those whose applications are being considered will be contacted. No phone calls please.

Friends of the High Line is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.