



Position: Easement Intern

The Florida Trust is excited to offer an opportunity for a motivated and detail-oriented Easement Intern to join our team. In this role, you will play a crucial part in organizing our easement filing system, reviewing policies and requirements and facilitating conversations with easement property owners. This internship will provide a substantial platform to hone skills in historic preservation, easement policy review and stakeholder management.

Responsibilities

Easement File Management (50% of time)

- Assist in organizing and updating the easement filing system to ensure accurate and easily accessible records.
- Conduct an audit of existing easement files to identify any gaps and collaborate with the team to ensure all necessary documentation is up-to-date.
- Develop a tracking system to monitor the progress of ongoing easement reviews and updates.
- Assist in preparing reports and presentations for the Board of Directors.

Policy and Requirement Review (35% of time)

- Assist in reviewing the existing policies and requirements governing our easements.
- Help identify and analyze whether easement conditions and requirements have been met, recommending actions as necessary.
- Assist in the creation of reports summarizing the status of policy compliance and any recommended adjustments.

Stakeholder Engagement (15% of time)

- Spearhead communications with easement property owners to maintain active and positive relationships.
- Facilitate conversations concerning policy updates, requirement compliance and other relevant topics.
- Develop and maintain a database of contacts, ensuring seamless communication with property owners.

Position Requirements

- Currently pursuing or completed a Bachelor's Degree in Law, Historic Preservation, Urban Planning, Public Policy or a related field.
- Demonstrated interest in historic preservation and easement policy.
- Excellent organizational skills with a high level of attention to detail.
- Strong communication skills, both written and verbal, with the ability to engage effectively with stakeholders.
- Proficiency with Microsoft Office; experience with database management is a plus.





Position Details:

- Job Type: Internship
- Duration: To be discussed (preferably a commitment of at least 3-6 months)
- Schedule: Flexible, with a commitment of 15-20 hours per week
- Location: Florida Trust House, 906 E Park Ave, Tallahassee, FL 32301
- Stipend: \$17 per hour
- Reporting to: CEO & President

The ideal candidate:

- Is passionate about historic preservation and eager to learn about easement policy and management.
- Is a self-motivated individual who can work both independently and collaboratively with a team.
- Can manage multiple tasks and projects effectively, prioritizing as needed.
- Has a diplomatic approach to communication and is adept at fostering positive relationships.

The Florida Trust is an equal opportunity employer committed to racial justice, equity, and an inclusive workplace.

To Apply

Please send your applications to Dafni Kirkpatrick dkirkpatrick@floridatrust.org. To be considered, include the following:

- Resume
- Cover letter detailing your interest in the position and relevant experience
- Two references (applicants will be notified before references are contacted)
- One writing sample illustrating your ability to analyze policy or a related topic

We look forward to potentially welcoming you to our team, contributing significantly to our mission and the preservation of Florida's heritage.

