



# Genealogical Research Intern

**Submission Deadline: Friday, April 17th 2020**

We are looking for six interns for summer 2020 to support the Descendants' Day initiative of B'nai Israel Congregation. Descendants' Day is simultaneously an extensive genealogical and history project, *and* a unique community building initiative, connecting people to their heritage and drawing fresh attention and energy to the historic Jewish community of Jonestown.

We require someone who is very comfortable with teamwork, historical research, and new initiatives. The candidate should possess the ability to display imagination, ingenuity and humor in solving problems, and an enjoyment in working with a diverse range of people.

The intern(s) will work with and report to the Descendants 'Day Project Team of professional and non-professional volunteers managed by the B'nai Israel Director of Special Projects, but will have access to the professional development opportunities offered through The Jewish Museum of Maryland, including a required orientation on Monday, June 1st 2020.

Summer internships include a small stipend but do not cover housing or transportation.

**Areas of Responsibility:** There are three major areas of support the intern(s) will provide: Research, Preparation of communications materials. Special event development.

## Research

- Perform supervised historical and genealogical research
- Online research will include genealogical platforms like Ancestry.com and Familysearch.com, and institutional archives
- Onsite research may include institutions such as the Jewish Museum of Maryland
- Maintaining research records and preparing research summaries
- Helping to collect and assemble historical materials stored at B'nai Israel's synagogue and cemetery.

## Communications Materials

- Prepare materials for use in online communications, grant proposals, and other communications needs under the direction of the rabbi and director of special projects.
- activities will include both editing materials prepared by others and drafting new material.
- Make flyers for various event and work with graphic designer on other print and digital material.



### Special Events

- Developing a plan for any event assigned.
- Researching and contacting speakers.
- Prepare and distribute promotional materials

### **Required Experience and Skills:**

- An interest in history and genealogy.
- Ability to self-start, grasp complex tasks, and follow through until completion
- Excellent written and verbal communication skills; discretion and ability to keep information confidential
- Strong attention to detail, project management, analytical and problem-solving skills
- Team player with a positive attitude and the ability to multitask, who works well in fluid situations where priorities adjust, and understands the inter-relatedness of tasks
- Computer literacy. Systems we use are Microsoft Office, Google Docs, Shulcloud, Constant Contact, Adobe Illustrator, and adobe InDesign.

### **Desirable Experience and Skills:**

- Knowledge of Judaism/Hebrew or willingness to learn
- Graphic design skills
- Historical research skills

Please send a resume and references by Friday, April 17th, 2020 to [office@jewishdowntown.org](mailto:office@jewishdowntown.org).

*Your Home at the Harbor*