Name of Organization: Downtown Walla Walla Foundation

Title of Fellow: Whitman Community Fellow

Proposed Hours of Work/Days of Week: 5-10 hours per week/Monday-Friday

Supervisor's Name: Jennifer Northam, Events & PR Manager

Mission of Organization: The mission of the Downtown Walla Walla Foundation is to promote the history, culture and commerce of downtown Walla Walla. Based a framework established by the National Trust for Historic Preservation, the Foundation utilizes volunteer efforts in promotions, economic development, design and organization to revitalize and maintain what has been built over the past 25 years.

Skills Required:

- Interest in historic preservation and economic development in a non-profit setting
- Research and writing skills
- Ability to communicate effectively with wide variety of constituents
- Well-organized and able to work independently
- Basic computer skills

Duties/Responsibilities: The Whitman Fellow will work with staff to create written materials and develop an education session for property owners, local contractors and city building staff to encourage development of residential housing in downtown historic buildings. Multiple steps will include, but are not limited to the following:

- Review tax benefits for historic preservation and/or development
- Contact with successful 2nd story housing projects in other cities
- Create inventory of available and likely properties
- Interview property owners to determine roadblocks to development
- Discuss hot-button issues with city staff (fire suppression, elevators, etc.)
- Establishment of 'test case' Historic District

Fellow will consolidate information from disparate sources into easy-to-understand resource library for property owners and contractors, and will work with Events and PR Manager to coordinate speakers, materials and details for a spring education session.

Major Expectations: The Whitman Fellow is expected to work with the Events & PR Manager to establish and meet reasonable deadlines. The fellow will work with a wide variety of constituents, including city code enforcement staff, state historic preservation staff, property owners in this and other communities, and Foundation volunteers, and is expected to maintain a pleasant and professional demeanor as our representative.

Student Fellows must be willing and able to work entire academic year, September 2012-May 2013 (except for Thanksgiving, Winter and Spring breaks).

Email, fax or mail Resume and Cover Letter to:

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