

## EDITORIAL INTERN / NEWSLETTER EDITOR

SS United States Conservancy

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### ORGANIZATIONAL BACKGROUND

The SS United States Conservancy, a national nonprofit organization founded in 2004, is dedicated to protecting, revitalizing and promoting the historic ocean liner SS *United States*, the largest passenger ship ever built in America and current holder of the transatlantic speed record. The luxury liner and top-secret Cold War weapon transported four US presidents, business moguls and movie stars, and tourists and immigrants and served as the nation's "ship of state" for 17 mishap-free years. For more information about the historical significance of the SS *United States*, visit [www.ssusc.org](http://www.ssusc.org).

On February 1, 2011, the SS United States Conservancy purchased the SS United States, thanks to a generous \$5.8 million donation from philanthropist H.F. "Gerry" Lenfest. While the Lenfest grant allows the Conservancy to maintain the ship until November 2012, it does not cover refurbishment or preservation costs. The Conservancy must mount a national fundraising and public awareness campaign and broker partnerships with prospective developers to transform the SS *United States* into a successful, self-sustaining, multipurpose attraction. The Conservancy will also develop a world-class museum that educates, informs, entertains, and inspires through innovative treatment of maritime and American history themes.

Guided by an 11-member board of directors, the Conservancy currently has a five-member full and part-time staff and plans further expansion. This roster includes the organization's new SS United States Development Project housed at the Philadelphia-based firm Atlantic Logistics that has served as the ship's caretakers since 2003. Incorporated in Washington, DC, the organization also has part-time staff in New York, NY. The organization has over 5,000 active members and supporters worldwide.

The SS United States Conservancy seeks the services of a part-time associate to support its member relations, merchandising, and marketing initiatives.

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### ROLES AND RESPONSIBILITIES

- Serve as lead editor for short biweekly electronic newsletter distributed to the Conservancy's members, supporters and colleagues.
  - Research and write short articles profiling the Conservancy's fundraising and advocacy campaigns, media coverage, volunteer and staff leaders, SS *United States*-related news and features, and other organizational highlights.
  - Assist in researching and responding to historic- and preservation-related member, media and public inquiries;
  - Modify newsletter articles for dissemination via the Conservancy blog and other social media channels.
  - Assist in the writing and editing of the Conservancy's annual report and other promotional publications.
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### QUALIFICATIONS

- Bachelor's degree in relevant field
  - Experience in historic preservation, maritime issues, nonprofit education and outreach or relevant field.
  - Excellent communication and interpersonal skills
  - Excellent attention to detail and strong organizational skills
  - Willingness and ability to manage tasks independently with minimal supervision
  - Excellent writing, editing and proofreading skills
  - Enthusiastic team player with positive and flexible attitude and sense of humor
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**BOARD OF DIRECTORS** | Susan Gibbs — PRESIDENT • Dan McSweeney — EXECUTIVE DIRECTOR • Charles B. Anderson • Mark L. Byers • Susan Caccavale • Frank DeGiulio • Jeff Henry  
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### COMPENSATION AND LOCATION

This is a part-time paid internship position averaging 5–10/hours week. Starting rate is \$15/hour.

- The ideal candidate would fulfill job requirements remotely from a home office setting.

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### TO APPLY

Submit cover letter, resume and 2–5 pages of writing sample(s) to [positions@ssusc.org](mailto:positions@ssusc.org) with “Newsletter Editor” in the subject line by September 19, 2011.

Materials can also be mailed to SS United States Conservancy, Box 32115, Washington, DC 20007. No phone calls please.

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