THE NEW YORK LANDMARKS CONSERVANCY

Position: Program Assistant, Sacred Sites Open House

The New York Landmarks Conservancy is one of the largest nonprofit preservation organizations in the nation with the mission to help preserve the very best of New York City's architectural and cultural heritage for our benefit now, and for those yet to discover the city we love. We are seeking a program assistant during the spring of 2027 to help us coordinate our 17th annual Sacred Sites Open House, to be held May 15-16, 2027. This position would be ideal for someone interested in historic preservation, events planning, heritage tourism, and/or marketing.

Since 2011 congregations throughout the state have opened their doors for Sacred Sites Open House. Neighbors and tourists can experience first-hand the wonderful art, architecture, and history of New York's religious sites. Visitors can also learn about the crucial social and cultural programming these magnificent religious institutions provide for their communities.

Skills:

- Excellent written and oral communication skills, including familiarity and experience with the MS Office software suite and PCs
- Experience and familiarity with updating WordPress websites
- Basic knowledge of Adobe InDesign to complete a publication layout
- Knowledge of basic layout techniques a plus

Responsibilities:

- Serve as the initial contact for congregations interested in participating in the event by monitoring and answering email and phone messages
- Research religious properties that have registered, as needed
- Update the Sacred Sites Open House website using WordPress to create an online profile for each participating site
- Update our database as needed, managing mailings, RSVP lists, and other administrative duties as assigned
- Accompany Sacred Sites staff on occasional site visits to historic religious properties

Dates: January 2027 through May 28, 2027.

Hours: 8 to 12 hours per week, with hours and days flexible. Salary: $25/hour. The program assistant would work at least some of these hours from the Landmark Conservancy's offices at One Whitehall Street, 21st Floor in Lower Manhattan, although remote work for some tasks is possible.

To apply, please email a current résumé along with a short (about 500-word) writing sample, which can be an excerpt from a larger piece, to Colleen Heemeyer (colleenheemeyer@nylandmarks.org) and Gwendolyn Stegall (gwendolynstegall@nylandmarks.org) by Monday, January 4, 2027.

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