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SUMMER INTERNS NEEDED **Unique Nonprofit Organization – Needham, MA**

Paid Internship | \$20/hour **(1–2 positions available; must have own transportation)**

The Jewish Cemetery Association of Massachusetts (JCAM) is seeking 1–2 energetic, responsible individuals to join our team as summer interns and support meaningful preservation work in the non-profit sector. This position is ideal for a detail-oriented individual with a strong interest in research and technology, and for those eager to learn the many facets of nonprofit management, team building, and evolving digital tools.

JCAM is dedicated to the restoration and preservation of historic and cultural sites throughout Massachusetts. By joining our team, you will have the opportunity to learn historic preservation, and the day-to-day operations of a non-profit. In our 42nd year as an organization, JCAM has served as an important cultural, genealogical, and historical resource, and is widely recognized as a caretaker of Boston's Jewish community history. Our mission is to bring historic archival records, maps, and artifacts dating as far back to the early 1800s into the 21st century using state-of-the-art technology paired with hands-on fieldwork.

Interns may work independently or alongside members of our team, depending on project needs. Daily responsibilities are flexible and adaptable, allowing interns to engage deeply in areas of interest while supporting organizational priorities.

Key Responsibilities & Project Areas (included, but not limited to)

- Learn hands-on restoration techniques in field operations
- Learn and work with current and emerging mapping technologies
- Honor the memory of the deceased by uncovering and documenting meaningful life histories
- Attend and assist with community outreach programs and fundraising events
- Photograph monuments in the field and upload images into database(s)
- Assist with cemetery preservation initiatives and digital mapping projects
- Conduct and compile genealogical research
- Participate in Genizah-related tasks and preservation practices
- Contribute to grant writing and research efforts
- Participate in weekly team meetings
- Perform clerical and administrative duties as needed
- Input historic records, maps, and archival material into digital database(s)
- Submit regular written progress reports on assigned projects

To Apply:

Please submit a cover letter and résumé to jcamoffice@jcam.org

Learn more: www.jcam.org