

### Maryland 250 Fellowship for the Heart of the Civil War Heritage Area

The Heart of the Civil War Heritage Area (HCWHA), located in Frederick, MD seeks an intern to be a Maryland 250 Fellow over the summer of 2025 to support activities including planning, coordination, and research for the upcoming US 250<sup>th</sup>.

HCWHA seeks a self-directed individual with a demonstrated interest in public history, tourism, and/or nonprofit administration. College or graduate students are encouraged to apply.

The intern will work directly with the HCWHA Director of Operations and Programs with some support provided by the Heritage Area Assistant and Executive Director.

#### Intern Duties

- Assist with the creation of a GeoTour for geocaching across all three counties in the Heritage Area (Carroll, Frederick, and Washington Counties)
- Organize opportunities for representatives of county US 250 Commissions, historic sites, museums, and others to gather, share plans, and coordinate efforts.
- Engage in original research to uncover new stories about the history of the region, using primary and secondary sources, including the Crossroads of War and Freedom website ([crossroadsofwar.org](http://crossroadsofwar.org)).
- Write blog posts highlighting visitor experiences at historic sites, museums, and other destinations within the Heritage Area.
- Make edits in WordPress to the Crossroads of War and Freedom website and the Heart of the Civil War Heritage Area website.
- Occasional front line work at the Newcomer House, the Heart of the Civil War Heritage Area Visitor Center on Antietam National Battlefield, to provide travelers with information about destinations within the Heritage Area and on the battlefield.

#### Qualifications

We seek a candidate who will bring fresh energy and perspective to the US 250 commemoration and how the past can inform the present moment.

- Must be attentive to detail, follow guidelines, and able to meet external deadlines.
- Strong writing and editing skills; the ability to collaborate on a written piece with other contributors and editors.
- Must have time management and organizational skills. Ability to work independently and in a collaborative team setting with demonstrated interpersonal skills.

#### CARROLL COUNTY

Hampstead  
Manchester  
Mount Airy  
New Windsor  
Sykesville  
Taneytown  
Union Bridge  
Westminster

#### FREDERICK COUNTY

Brunswick  
Burkittsville  
Emmitsburg  
Frederick  
Middletown  
Mount Airy  
Myersville  
New Market  
Rosemont  
Thurmont  
Woodsboro

#### WASHINGTON COUNTY

Boonsboro  
Clear Spring  
Funkstown  
Hagerstown  
Hancock  
Keedysville  
Sharpsburg  
Smithsburg  
Williamsport

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[heartofthecivilwar.org](http://heartofthecivilwar.org)



# HEART OF THE CIVIL WAR HERITAGE AREA

- Diplomacy and tact in dealing with diverse groups of people and organizational partners/stakeholders. Ability to represent the organization at public events and meetings.
- Familiarity with geocaching.
- We welcome a candidate with the following proficiencies, but will provide training in the following technical areas:
  - Computer proficiency in Microsoft 365, including Word and Excel.
  - Familiarity with social media platforms.
  - Experience with Google Drive.
  - Proficiency in managing online meeting platforms including Google Meet and Zoom.
  - Experience with website content management, including WordPress.
  - Familiarity with e-newsletter platforms.

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The Heart of the Civil War Heritage Area is particularly interested in what makes you a unique candidate: language skills, cultural competencies, previous professional experience, specialized skills, etc.

### Logistics and Terms

The 12-week internship is proposed for June 2 through August 22, 2025. A stipend is offered at \$6,300 for approximately 350 hours over the internship period, with the expectation that the intern will engage in activities approximately 30 hours per week. Scheduling of these hours is flexible, and while most work will be M-F during customary working hours, attendance at some evening or weekend events may be required. An internship contract agreement will be executed prior to the internship start date.

The intern will be provided with office space, a laptop computer, and paid parking near the HCWhA office as needed. The internship will include some work off-site at events and meetings; reliable transportation is preferred.

This internship is primarily an in-person opportunity, some remote work may be approved.

### How to Apply

Please send a letter of interest, your resume, three references, and a writing or applicable portfolio sample to Heart of the Civil War Heritage Area, Attn: Emily Huebner, Director of Operations and Programs via email: [emily@heartofthecivilwar.org](mailto:emily@heartofthecivilwar.org)

Applications are due by April 25, 2025 at 5 PM. Candidates will be contacted for an interview the following week (April 28-May 2). Second round interviews and final selection of the intern will be completed by May 9, 2025.

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