



## EVENTS AND MARKETING INTERN

The Greater Manchester Chamber of Commerce (GMCC) is seeking a creative and team-oriented intern to support the Programs and Communications departments.

Interning at the GMCC will provide you with real “on the job” experience – you won’t spend each day at a desk but will be out in the Greater Manchester community meeting business leaders and becoming familiar with our over 850 Manchester area members! With over 75 events per year, no day is ever the same. Our Chamber is in an exciting and innovative time, so if your goal is to connect with your community and learn more about the events and marketing industries in an imaginative and engaging environment, this is the internship for you.

### ***As our intern, your day could include:***

- Welcoming a perspective Chamber member when they come into our office to meet our team
- Learning how to effectively set up a meeting space for a networking luncheon
- Auditing an event to develop new practices to make it an even better experience for attendees
- Assisting Director of Member Experience and Programs with site visits for future events
- Coordinating the speaking logistics for a politician or economist for a Breakfast Forum
- Managing sponsor benefits for the Chamber’s Annual Dinner
- Brainstorming ideas to creatively market sponsorship opportunities
- Writing and scheduling social media posts (Twitter, Facebook, Instagram)
- Assist with Weekly Email Newsletter using Constant Contact
- Assisting with the production print materials: Advantage Magazine, Chamber Report, Downtown Map & Guide and other print projects
- Helping with the communications aspect of a variety of project within all departments: Tourism, Membership Development, Marketing and Programs.

### ***This job may be for you if:***

- You enjoy solving problems and finding creative solutions. If you don’t know the answer, you’ll be quick on your feet to help a member get the information they need.
- You communicate effectively, write well, and can speak to just about anything to anyone over email or the phone.
- You have a strong proficiency in Microsoft Office Suite products, social media and a variety of digital communications and marketing tools.
- You volunteer to help without being asked and know that is needed in our fast-paced environment.
- You handle any task with exceptional professionalism and decorum, and can adapt to a multitude of different situations.
- You are detail oriented and work your hardest to stay focused and do things the right way, even if it takes a few extra steps.
- You love working with people and don’t mind being the first to introduce yourself or shake someone’s hand when they walk through the door!

### ***The basics:***

- Junior or Senior pursuing Bachelor’s degree in hospitality management, communications, business, or similar field
- Proficient with Microsoft Office software
- Familiarity with Adobe Systems and Constant Contact a plus.
- Excellent customer service and communication skills
- Highly interested in a career in event planning/marketing.
- 15-20 hours per week, based on school schedule, with some early morning and evening events
- School credit available upon request

Please send a cover letter, resume, and availability to Carolyn Leary, Director of Member Experience and Programs at [CarolynL@manchester-chamber.org](mailto:CarolynL@manchester-chamber.org) with the subject line “Internship.”