



Intern, Communications & Marketing

Job Description

Do you love Chicago and want to help make it the best place to live, work and play? Are you looking for an internship to develop your skills AND provide you with important and valuable connections?

The Chicagoland Chamber of Commerce, with 1,000 members, is the region's most dynamic and effective business-for-business member organization. We drive public policy, programs, and communications as well as focus on delivering value for our members. As a Chicagoland Chamber of Commerce intern, you are exposed to Chicago's top businesses and leaders and gain valuable experience.

Position Summary:

The Communications & Marketing Intern reports to the Director of Marketing and supports the Communications & Marketing Department. This role will facilitate the creation and execution of best practices, strategies and plans for leveraging all communication and marketing platforms.

Duties and Responsibilities:

- Working with the Director of Marketing and V.P. of Communications & Marketing, write and/or design a variety of print and electronic collateral including, but not limited to:
 - Marketing collateral: flyers, brochures, postcards, letters
 - Social Media (posts and graphics)
 - Website CMS: landing pages, event pages, news items for Chamber and Foundation
 - E-marketing and Newsletters
- Assist in analyzing website, social media and email metrics
- Create messaging and write communications and marketing content for all Chamber platforms on topics including: business, member/partner news, public policy/advocacy, thought leadership, civic leadership. Heavy focus on social media platforms (Facebook, LinkedIn and Twitter)
- Write press releases and proactively pitch media
- Create videos and postings for social media
- Take photos at various programs and events for use in marketing materials
- Participate in team meetings and brainstorming
- Perform other tasks as assigned.

Qualifications:

- Pursuing your Bachelor's Degree (Junior or Senior year preferred)
- Strong journalistic writing skills and knowledge of AP style
- Ability to multi-task and produce high-quality work under tight deadlines
- Proficient in Microsoft Windows suite software and familiarity with Adobe Creative Suite
- Excellent writing, editing and verbal communications skills with ability to alternate between styles and tones
- Flexible work schedule and availability to attend Chamber events outside of normal (9-5) business hours when possible
- Self-starter, able to work independently, and an entrepreneurial spirit. Enjoys creating and implementing new initiatives
- Passion for the Chamber's mission and our Chicago communities

This is a paid internship (\$13/hour) with a minimum of 15 hours per week for up to 6 months. We also will comply with whatever reports or forms your academic program requires for school credit and you will leave with a portfolio of work.

To Apply:

Send your resume and cover letter to info@chicagolandchamber.org with the Position title in the Subject line.

Here's what to expect from a past Chamber intern:

"I really enjoyed working in the fast-paced and dynamic environment at the Chamber. I was given a lot of autonomy and communicated directly with members to ensure they got the visibility they wanted with our programs and I helped them meet their goals. Everyone is friendly and there is a lot of collaboration across departments."

– Celeste Shea 2019 Spring/Summer Programs Intern