



# Intern, Membership

## 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 Intern will organize and prepare collateral for investment managers/membership tables for events and prospect meetings. The intern will assist, attend, and interact with members at certain Chicagoland events to support the membership team. The Membership Intern must represent the Chicagoland Chamber of Commerce in a courteous and professional manner, serving members promptly and professionally.

### Duties and Responsibilities:

- Work in the CRM database to review member and prospective member records to ensure accuracy and update information
- Participate in team brainstorms and meetings
- Maintain and collect correct emails, phone/fax numbers, websites, etc.
- Attend membership events and assist in registration and taking photos as available
- Assist other divisions with member networking events
- Prepare collateral as needed to support membership meetings and events
- Proofing of event materials
- Utilize tools such as Hoovers, LinkedIn, Twitter, Facebook, and other platforms to research current and potential members
- Demonstrated interest in Chicago's business community

### Qualifications:

- Enrolled in a 4 year university
- Working knowledge of MS Office Suite programs including Outlook, Word and Excel
- Must become fluent in the Chamber's CRM database system
- Excellent administrative, presentation, verbal and written communication skills
- Excellent interpersonal skills
- Ability to work independently and as part of a team
- Courteous phone presence
- Exceptional time management skills
- Extraordinary attention to detail
- Desire to grow and contribute in a fast-paced, challenging environment

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](mailto:info@chicagolandchamber.org) with the Position title in the Subject line.

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

"This internship really helped me develop my administrative and event planning skills, while allowing me to work with some of the most powerful businesses in our city. I also got to attend events in some of the City's top restaurants and event venues and meet hundreds of business leaders."

– Emma Thompson 2019 Summer Membership Intern