

Intern, Programs

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 Chamber's Programs Department is fundamentally interdisciplinary, relying heavily on inter-office coordination and collaboration. As such, the Intern, Programs should be comfortable managing a diverse workflow to support the comprehensive efforts of the Programs team. The Chicagoland Chamber's programming includes our Healthcare Council, Technology Council, Talent initiatives, and much more. Success in this role requires a particular desire to learn, the ability to excel both independently and collectively, and a strong analytical capacity.

Reports to:

The Intern, Programs will report to the Director, Programs and Vice President, Programs.

Duties and Responsibilities:

- Conduct research and subsequently produce write-ups, reports, spreadsheets, and presentations on the researched topic(s).
- Manage and oversee projects in various subject areas
- Maintain client communications for supervisors
- Plan and oversee events for the Chamber
- Prepare collateral as needed to support the Programs team
- Attend events and assist in registration and taking photos as available

Qualifications:

Applicant must be:

- Timeline oriented
- A strong project manager comfortable with delegation
- A strong researcher and communicator
- A confident public speaker
- Self-motivated
- Creative/collaborative
- A strong copywriter
- Dedicated to a growth mindset (willing and motivated to learn and adapt)
- Demonstrated interest in Chicago's business community

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.

What some of our past interns have said:

"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

To Apply:

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