



Intern, Events

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:

Reporting to the Director of Events, the Events Intern works closely with the both the Events and Corporate Development teams, Chamber staff, the Board of Directors, members and external stakeholders to deliver high-quality events for advocacy, networking, education, and fundraising. The Events Intern is responsible for assisting with every aspect of producing 120+ yearly events. The intern will work with the Events team to troubleshoot any problems that arise with events. The Intern, Events will be trained to process all incoming event registrations and payments using the Chamber's CRM. At events, the Intern will assist with set up and registration.

The Intern, Events must be able to work closely across all Chamber departments, be a self-starter and be highly organized. Problem-solving and flexibility are essential to this role to resolve situations that may come up. As a part of the Events team, the Intern will be in contact with Chamber members daily and should be comfortable communicating via phone and email in a professional and courteous manner. Strong communication skills, strong technical aptitude with Microsoft Office suite, and familiarity of CRM are required.

Duties and Responsibilities:

- *Events*
 - Set up and breakdown events
 - Manage registration and check-in for events
- *Administrative*
 - Answer phone inquiries, direct calls, and provide basic company and event information
 - Perform clerical duties, maintain files and organize documents
 - Run general event-related errands
 - Set up and break down conference rooms for events or meetings held at Chamber office
- *CRM*
 - Register attendees for events
 - Process invoices and payments for attendees and send out invoices and receipts when necessary
 - Update and manage information, data and records when necessary

Key Tasks:

- Assist with registration, payment of registrations and invoicing registrants when necessary
- Assist with records of all expenses and revenues received by the Chamber for each event
- Solicit and follow-up with gifts and donations for raffles, silent auctions and prizes
- Proactively handle any arising issues and troubleshoot any emerging problems on the day of the event
- Propose ideas to improve provided services, event quality and cost savings measures
- Assist with donor acknowledgement process
- Perform other duties as assigned

Qualifications:

- High school degree or equivalent, must be enrolled in an accredited university/college program
- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, Excel, Outlook)
- Excellent written and verbal communication skills

- Self-directed and able to work without supervision
- Energetic and eager to tackle new projects and ideas

This is a paid internship (\$15/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.

Additional Information:

Must be able to remain in a stationary position 50% of time and be able to occasionally lift boxes up weighing up to 30 lbs. 5% - 10% travel required. Position requires ability and availability to work beyond regular business hours including early mornings, evenings and occasional weekends when necessary.

To Apply:

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

What some of our past interns have said:

"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

"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