



Benton – West City Area Chamber of Commerce

PO Box 574 ~ 211 North Main

Benton, IL 62812

MARKETING & PROMOTIONS INTERNSHIP

Come join us! The Benton – West City Area Chamber of Commerce is looking for enthusiastic, hard-working students for semester or summer internships. This isn't your typical take notes, file and bring coffee internship. You will gain valuable real-world experience and work directly with experienced (and fun!) Chamber of Commerce staff and volunteers on a variety of projects.

POSITION TITLE & TYPE

MARKETING & PROMOTIONS INTERN - *Reports to the Executive Director* Unpaid Internship (12+ hours per week, TBD)

During your internship, you will assist with the following projects:

Membership & Event Promotion

- Social Media & Web Integrated Promotion of Chamber Members
- Use graphic software to assist in internal rebranding projects
- Planning and promotion of Chamber Events and Member Networking Opportunities.
- Provide assistance for events and promotional opportunities

Administrative Duties

- Correspond with businesses and organizations working with the Chamber through phone, email, and letter
- Arrange resources and materials
- Data Entry
- Special tasks
- 1910 Antique Garage Museum Ambassador (as needed)

QUALIFICATIONS

- Organized, excellent interpersonal skills and works well in a team environment.
- Ability to prioritize multiple projects and meet deadlines.
- PC computer environments experience
- Microsoft Office Suite and Adobe Photoshop experience required.
- Bonus Skills: Illustrator, InDesign, Wordpress, photography and anything else you can bring to the table.
- Preference to Upperclassmen and Graduate Students

HOW TO APPLY

Send résumé and cover letter to:

Karen Mullins – chamber@bentonwestcity.com

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chamber@bentonwestcity.com ~ 618-438-2121 ~ www.bentonwestcitychamber.com