Title: Intern
Department: Global Partnerships & Marketing

Department Description:
The Global Partnerships and Marketing team is responsible for prospecting, crafting, and executing senior-level marketing partnerships to drive incremental and nontraditional revenue for the Chamber.

Job Responsibilities:
Provide logistical support for all GPM events and programs, including producing event materials and event summaries.

Attend all GPM events and assist with day of event activities.
Conduct research and phone outreach to communities where GPM has upcoming events.
Offer overall program and administrative support for the GPM team.
Assist with any special tasks, presentations, projects, and reports.

Qualifications:
Candidates must have strong organizational and interpersonal skills, attention to detail, the ability to multi-task, and maintain professional conduct at events. Outstanding written and oral communications skills are essential. Working knowledge of Microsoft Office and research skills are required.

We recruit, employ, train, compensate, and promote without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, status as a protected veteran, genetic information, or any other characteristic protected by federal, state, or local law. Our talent acquisition and employment policies are inclusive. We respect both the spirit and letter of the laws of equal employment opportunity.