Title: Intern, Marketing
Department: Executive Office

Department Description:
The marketing team supports many of the departments at the Chamber. Our objectives are to provide these teams with actionable content, ideas, and solutions, as well as raise the profile of the Chamber.

Position Overview:
The Marketing Intern will assist the Marketing department with the following responsibilities:

Job Responsibilities:
- Collect quantitative and qualitative data for internal marketing projects
- Assist with promotional content writing for multiple departments throughout the Chamber
- Assist with collateral updates and version control
- Perform market analysis and research on the latest trends
- Assist in the production of marketing sales materials (e.g. memos, presentations, white papers)
- Collaborate with the graphic design and events team on special projects

Qualifications:
- Excellent computer knowledge with proficiency in Microsoft Word, PowerPoint, and Excel
- Knowledge of the Adobe Suite a plus
- Excellent communication skills (written and verbal) and administrative skills
- Ability to work independently and complete assigned tasks within identified time frames
- Organized, dependable and detail oriented
- Team Player with a cooperative spirit
- Quick Learner and Efficient
- High sense of urgency
- Able to work well under pressure
- Juniors and Seniors majoring in advertising, marketing communications, or similar field

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.