

Event & Customer Service Intern May—September 2017

Overview:

The purpose of the intern position is to gain valuable skills for future employment opportunities while assisting in the planning and implementation of various events. Interested applicant must have a strong desire to work in the event planning field, have a personable attitude and passion to help others, as well as a keen eye for detail, strong written and oral communication skills and superior organizational skills. Furthermore, applicant should be a team collaborator, able to multi-task, be willing to take initiative and possess a professional demeanor.

Responsibilities include:

- Manage, support and/or assist with a range of specific events (e.g., Sand Sculpture Contest, Family Fun Day, Grand Haven Art Festival, Coast Guard Craft Fair, Sunday Art Market, special events and other activities).
- Provide exceptional customer service to visitors and members.
- Staff office on most Saturdays Memorial Day—Labor Day (10am—2pm).
- Market and promote events (e.g. public speaking, print marketing, event calendars, social media and more).
- Perform other duties as assigned by management.

Knowledge and skill requirements:

- Communication skills—oral, written, listening, non-verbal, etc.
- Computer skills—Microsoft Office, Internet and E-mail
- Analytical and problem-solving skills
- Organization and time management skills
- Close attention to detail
- Ability to adapt and be flexible
- Knowledge of the programs and services available through The Chamber
- Knowledge of area events
- Proficient in Social Media
- Previous event planning, customer service and marketing experience preferred

Hours:

Internship will run from May 2017 through the first week of September 2017. Position does include evening and weekend activities. Work week not to exceed 30 hours.

Compensation:

This is an unpaid position with the opportunity for a stipend; internship must be completed for college credit.

Apply:

To apply for this position, please send cover letter & resume to Mary Sherman at msherman@grandhavenchamber.org.

About the Organization:

The “go to place” for community and business information for over 100 years, The Chamber of Commerce Grand Haven, Spring Lake, Ferrysburg provides business assistance, networking opportunities and advocates for more than 700 Northwest Ottawa County member businesses. The organization is a leader in Business Education Partnership programs, connecting our schools with partners in the workplace, while also offering customized training programs to develop community, workforce and business leadership. The Economic Development facet of The Chamber, in collaboration with our local units of government, works to retain and attract businesses as well as assist in the growth and development of entrepreneurs. In addition to contributing to the tourism that supports Northwest Ottawa County’s economy, Chamber-sponsored Community Events also add year-round enjoyment for residents and visitors alike. All aspects of The Chamber’s efforts support the focus of “Building Business to Build Community,” which makes Northwest Ottawa County the location of choice to live, work, play and learn. For more, visit www.grandhavenchamber.org.