

Event & Customer Service Intern Spring/Summer 2019

Overview:

Our interns gain valuable insight into The Chamber of Commerce and event-planning world. Throughout the spring and summer season, interns help coordinate community events, and even manage some of their own. Interns will manage social media page(s) and assist with promoting and marketing events. Additionally, interns will experience helping at The Chamber's front desk, assisting both residents and tourists of our area. The Chamber office is in a prime location, right downtown Grand Haven. Come spend your summer on the west (and best) side of the state!

Responsibilities Include:

- Manage, support and/or assist with a range of specific events and tasks (e.g., Sand Sculpture Contest, Family Fun Day, Grand Haven Art Festival, Coast Guard Craft Fair, Dining Guide, Farmers Markets, other special events and activities).
- Provide exceptional customer service in The Chamber office and out in our community.
- Staff Chamber office on Saturdays from 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 Chamber management.

Knowledge & Skill Preferences:

- 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 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
- Experience with Canva or other design programs is a bonus
- Professional dress and demeanor

Hours:

Internship will run from May 2019 through the first week of September 2019, preferably. Position does include some evening and weekend activities.

Compensation:

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

Apply:

Please send cover letter & resume to Mary Sherman at msherman@grandhavenchamber.org by March 1, 2019.

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. 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 best place to live, work, play and learn. For more information, visit www.grandhavenchamber.org.

