



**Building Business to Build Community**  
Established in 1899

## Lubbers Cup Event Intern September—April

### 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. The major focus is on the Lubbers Cup Regatta in April. Interested applicants must have a strong desire to work in the event planning or sport management 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 assist with the Lubbers Cup Regatta as well as other special events and activities. Intern will act as the day-of point person for the Lubbers Cup event, a collegiate rowing event on Spring Lake in April.
- Provide exceptional customer service to visitors and Chamber members.
- Market and promote events (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
- Proficient in Social Media
- Previous event planning, customer service, sports management or marketing experience preferred

### Hours:

Typical work week not to exceed 16 hours but may vary. Internship will run from September—April. Applicant must be available Friday mornings and the event dates of April 13-15, 2018. Position includes some evening and weekend activities.

### Compensation:

A stipend will be provided upon performance in the internship. Internship must be completed for college credit. Mileage will be reimbursed.

### Apply:

To apply for this position, please send cover letter & resume to Mary Sherman at [msherman@grandhavenchamber.org](mailto: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](http://www.grandhavenchamber.org). The Chamber assists in planning the Lubbers Cup with Grand Valley State University. For more about Lubbers Cup, visit [www.lubberscup.com](http://www.lubberscup.com). Come be a part of our team! Hands on, unique opportunities and real responsibilities are just some of the perks!