

Events & Farmers Market Intern Spring/Summer 2023

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, and farmers markets. 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, Farmers Markets, Art on the Riverfront and more!).
- Provide exceptional customer service at The Chamber's front desk.
- Market and promote events (e.g. public speaking, print marketing, event calendars, social media and more).
- Perform other duties as assigned by Chamber Staff.

Knowledge & Skill Preferences:

- Communication skills—oral, written, listening, non-verbal, etc.
- Proficient in Social Media— Facebook/Instagram, TikTok.
- 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
- Previous event planning, customer service and marketing experience preferred.
- Experience with Canva or other design programs is a bonus
- Professional dress and demeanor

Hours:

Internship will run from May 2023 through the first week of September 2023, preferably. Position does include some Saturday mornings (Farmers Market), some evenings and weekends. Interns **MUST** be available the following weekend days: June 23rd-25th, August 4th-5th, August 12th, and preferably available May 27th, July 1st, August 19th, and September 2nd.

Compensation:

This is an paid position of \$12/hour and will be 20—25 hours. Internship may be completed for college credit upon request.

Apply:

Please send cover letter & resume to Antoinette Bates at abates@grandhavenchamber.org by February 8th, 2023.

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 600 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. For more information, visit www.grandhavenchamber.org.