

Event & Farmers Market Intern—Summer 2024

Overview:

Our interns gain valuable insight into The Chamber of Commerce and event-planning world. Throughout the 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 visitors 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 (i.e. Grand Haven Art Festival, Coast Guard Craft Fair, Farmers Markets, Family Fun Day, other special events and activities).
- Provide exceptional customer service in The Chamber office and out in our community.
- Work at the Farmers Markets with food assistance programs and vendors.
- Working some early mornings, evenings, and weekends.
- Market and promote events (i.e. 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.
- 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
- Proficient in Social Media— Facebook/Instagram
- Previous event planning, customer service, and marketing experience
- Experience with Canva or other design programs is a bonus
- Professional dress and demeanor

Requirements:

Must be available to work June 27-30, August 1-3, and most Saturday mornings

Hours:

Internship will run from May 2024 through early September 2024. Position is for 20-25 hours per week and includes some early morning, evening, and weekend activities.

Compensation:

\$12.00 per hour

Apply:

Please send cover letter & resume to Abigail Wittkopp at awittkopp@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 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.

