**Event Marketing Intern: Fall 2016**

The Georgia Chamber represents a diverse cross-section of industry and commerce. Our statewide membership includes both small storefronts and large corporations - no matter the size or type of business, we provide leadership, education, and action regarding policy matters that impact a company’s bottom line.

Currently, we are offering a learning experience for a stipend based internship with the External Affairs team, in event marketing to assist the organization in achieving its goals of business advocacy and membership growth.

**Position Title:** Event Marketing Intern

**Reports to:** Senior Event Marketing Manager and Event Marketing Coordinator

**Position Dates**: Flexible: August- December 2016

**Hours**: 2-3 days per week (flexible), minimum of 20 hours per week.

**Skill Requirements**:

* Strong project management skills, demonstrated success with multi-tasking & juggling multiple priorities
* Strong analytical skills; ability to organize large amounts of information
* Proficiency with Microsoft Word, Excel, and Outlook; experience with InDesign and email marketing platforms (ex. Constant Contact, Informz) preferred but not required.
* Excellent oral and written communications,
* Self-starter who takes initiative, highly reliable
* Polished and professional when dealing with members, prospective members, sponsors, and executive management
* Comfortable in a fast-paced, ever-changing environment; flexible

**Duties & Responsibilities:**

* Assist in ensuring proactive planning, communication and execution of a wide variety of Georgia Chamber events including annual events, lunch programs, networking events, and special interest group meetings.
* Assist the Event Marketing Coordinator and Senior Event Manager in day-to-day office tasks.
* Assist in managing pre- and on-site registration (tracking via database, generating reports and producing registration and event materials) for all events and programs as needed
* Assist in coordinating with vendors on event logistics to meet planning deadlines
* Organize & purchase supplies for events as needed

**Benefits:**

* Develop skills in project management, event execution, event planning, event budgets management, marketing communication, email marketing, target marketing.
* Gain hands-on experience with the planning, marketing and execution of statewide business events
* Opportunity to network with professionals in the industry
* Credit hours upon agreement of sponsoring institution
* Paid parking or public transportation at the Georgia Chamber offices

**Application Instructions**

Visit [www.gachamber.com/Careers.careers.0.html](http://www.gachamber.com/Careers.careers.0.html) to download an application. Applications will be accepted until the position is closed and removed from the website. You will receive notification when your application is received. In addition to the application, candidates must include:

* Resume and cover letter
* A reference from an instructor, advisor or other non-relative (or indicate one is being sent by a reference).
* A brief writing sample of no more than five pages. This may be a business style writing sample, or selection from a longer piece written for class, a school newspaper, etc.