



### **Events Internship Opportunity: Fall 2023**

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 paid internship with the Event Marketing team to assist the organization in achieving its goals of business advocacy and membership growth.

**Position Title:** Event Marketing Intern

**Reports to:** Director of Events

**Application due date:** September 5, 2023

**Position Dates:** Monday, September 18 – Friday, December 8 (flexible)

**Hours:** 2-3 days per week, 20-24 hours per week (flexible)

#### **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; knowledge and experience with In-Design and Canva preferred
- Excellent oral and written communications skills
- 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 Director of Events and the Vice President of External Affairs 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
- Work with vendors on event logistics to meet planning deadlines
- Organize & purchase supplies for events as needed

**Benefits:**

- \$12 per hour
- 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
- Paid parking or public transportation at the Georgia Chamber offices

**To Apply:**

Send all required documents to [jobs@gachamber.com](mailto:jobs@gachamber.com). The application must include:

- Resume and cover letter
- A reference from an instructor, advisor or other non-relative

**Completed applications must be postmarked or received by September 5, 2023.**