



2 Church Street, Suite 205  
Ossining, NY 10562  
(914) 941-0009 T  
(914) 941-0812 F  
info@ossiningchamber.org  
www.ossiningchamber.org

## **2017 Summer Internship**

### **Chamber Marketing & Graphic Arts Internship**

#### **Internship Description:**

Hands-on experience with writing press releases, electronic news magazine and blast, photography, social media and graphic arts

#### **Duties may include:**

- Creating social media posts with Facebook, Twitter, Instagram and more.
- Creating promotional items for events; flyers, posters, etc. using Adobe Creative Suite or other Graphics Software
- Assisting the Marketing Department with writing and designing articles for the monthly Newsletter.
- Writing articles and press releases for the local newspapers and magazines.
- Participate in think tanks for new collateral supporting the Chamber's brand
- Providing support at Chamber events as needed

#### **Desired skills and qualifications:**

- Declared major in Media Communications, Marketing, Graphic Arts, Advertising or Journalism are preferred
- Working knowledge of Adobe Creative Suite and Microsoft Office
- Familiar with all aspects of social media
- Strong research, writing and organizational skills
- Able to multitask and work independently

For more information about internships, email the Greater Ossining Chamber of Commerce at [john@ossiningchamber.org](mailto:john@ossiningchamber.org) or call 914.941.0009. Interested applicants should - submit a cover letter and resume.



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## **2017 Summer Internship**

### **Chamber Special Events and Programs Internship**

#### **Internship Description:**

Assist the Special Events and Programs team through the development of written materials, support of various Chamber events, and contact with current members.

#### **Duties may include:**

- Drafting letters, emails, and other documents with provided content for the Chamber's annual events
- Designing invitations, posters and brochures
- Event planning and organization
- Set up, registration, and clean up on event day
- Post-event follow up using Chamber Master Membership Partners, the Chamber's database software

#### **Desired skills and qualifications:**

- Declared major in Event Management, Communications, Public Relations, Interpersonal Communication, Organizational Communication or Marketing, or Tourism are preferred.
- Detail-oriented
- Familiarity and working knowledge of Microsoft Office software
- Possess excellent verbal and written communication skills
- Able to manage multiple tasks simultaneously and work independently

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## 2017 Summer Internship

### Chamber Membership Administration Internship

#### **Internship Description:**

The Chamber provides numerous opportunities and benefits for its members through networking events, education programs, and communications to members and the community.

#### **Duties may include:**

- Entering prospects and new sales into the Chamber database
- Scheduling appointments for the sales staff
- Writing proactive emails
- Putting together spreadsheets
- Speaking with Chamber members and answering any questions they might have
- Researching various businesses and their contacts
- Other duties as assigned include attending and helping out with Chamber related events when possible, running various errands around downtown with prospective and current Chamber members.

#### **Desired skill and qualifications:**

- Declared major in any of the following areas: Business, Business Administration, Public Relations, Organizational Communication, Communication Studies, Interpersonal Communications and Marketing.
- Excellent and courteous phone skills
- Excellent time management and prioritization skills
- Exceptional written and verbal communication skills
- Proficient with all aspects of Microsoft Office
- Ability to multitask
- Strong work and service ethic
- Interested in networking and developing relationships with corporate executives
- Strong academic record

Benefits: During your internship at the Chamber, you will learn the art of supporting a business to business sales team while working with the membership director and sales staff. You will also have the opportunity to implement territory management, tracking and evaluating activity and relaying information gathered to the internal staff of the office. You will be gaining valuable knowledge in networking possibilities, career opportunities, real world business experience, and a wonderful asset to put on your resume.

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## 2017 Summer Internship

### Chamber Public Policy & Government Relations Internship

#### **Internship Description:**

The primary goal of the internship is to familiarize oneself with the structure, goals, and strategic mission of the Chandler Chamber of Commerce and to be involved in the research, analysis and implementation of the various government affairs activities the organization is involved in.

#### **Duties may include:**

- Providing advocacy department support and assistance with advocacy events as needed, including the Public Policy seminar series
- Providing research and comparison information regarding local, state and federal legislation
- Providing data to the Chamber about current important business issues and what positions the state and US Chambers have taken on them
- Participating in as many public policy and government affairs activities and meetings as possible to see the process in action. This role will involve substantial interaction with Chamber volunteers and key local, state and federal elected officials
- Assisting the Chamber's East Valley Chamber of Commerce Alliance which involves working with area business contacts to assist the region in obtaining federal support on projects that have a regional impact.

#### **Desired skills and academic qualifications:**

- Declared major in Political Science, Government Relations preferred
- Familiarity and working knowledge of Microsoft Word, Outlook, and Excel
- Strong verbal and written communication skills
- Ability to handle research assignments, manage multiple tasks simultaneously and work independently

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