

Communications/Marketing Intern

Background: Dakota County Regional Chamber of Commerce is a professional business organization that serves its members by shaping public policy, providing networking, supporting educational opportunities, encouraging business & community development, and much more. We serve the communities of Eagan, Farmington, Lilydale, Mendota, Mendota Heights, Rosemount, Sunfish Lake, and West St. Paul, along with Castle Rock, Empire, Eureka, and Hampton Townships.

Description: The intern would work with the Communications and Events Director to manage the day-to-day external communications of the organization. As an intern at DCR Chamber, you would be exposed to many business professionals in the community who could be valuable connections when seeking a job. You will get hands on experience in a professional business environment.

Time Commitment: 12-20 hours per week

Period: Fall Semester 2016

Compensation: PAID

Desired Class Level(s): Sophomore/Junior/Senior – college undergraduate

Job Function(s) and Relatable Degree: Marketing, Communications, Public Relations, Media Relations, Business Administration, Entrepreneurship, Fundraising/Development, Administrative/Support Services

Requirements:

- Should be open-minded, enthusiastic, and adaptable
- Strong customer service skills
- Able to interact with members on a daily basis through events, phone calls and visits,
- Excellent written and verbal communication skills
- Detail oriented and organized
- Must be able to work independently with minimal supervision
- Strong computer skills
- Good social media skills/knowledge
- Currently pursuing a college degree
- Previous work experience preferred
- Reliable transportation

Responsibilities:

- General office tasks, administrative duties
- Will work on various writing assignments: email newsletters, blog posts, internal documentation, member communication, event promotion and more
- Will assist in event planning and participate in event committees
- Will work on updating social media campaign and improving online presence including website development
- Research and analyze competitor marketing and sales materials.
- Collaborate on team presentations for management and clients

To apply, please send your cover letter and resume to Emily Corson – ecorson@dcrchamber.com