

Internship Description

Overview: The Gibson County Chamber of Commerce is an association of businesses and people concerned about IMPROVING Gibson County and WILLING to actively do something to achieve that goal. The Chamber's strength lies in its membership base. The Chamber hosts monthly events and networking opportunities to benefit our community business market. We are currently looking for Gibson County students who love their community and have a special interest in small business and events to help us with networking and planning our fall festival, The Golden Heritage Days.

Job Title: Part-time Business Intern – Fall

Job Objective: To help prepare Business students interested in service and small business for a career, to allow them an opportunity to learn career developing skills that can help them in becoming better communicators and workers, and to provide students with networking opportunities.

Job Summary: This internship will provide the student with a glimpse inside the nonprofit/small business world. Through this internship, the student will gain experience such as networking skills, business management skills, communication skills, social media marketing, and customer relations skills that they can carry with them through future employments and career endeavors. There are several events the Chamber hosts in a month and the student can get first-hand knowledge and experience in the process of planning and running these events as well as promotion and advertising of events.

Duties:

- Event planning
- Small Business marketing
- Office work: bulk mailings, filing, etc.
- Customer Service

Additional information:

- Must be Gibson County resident
- This is an unpaid internship
- 15-30 hours per week

Internship will run from August 10 – December 20, 2017.