

# Now Hiring

## Events and Donor Relations Intern

### Description:

The Greenbrier Chamber of Commerce seeks to fill the Events and Donor Relations Assistant intern position.

The Events and Donor Relations Assistant Works under the direction of the Executive Director. Duties include coordinating event logistics, including subcommittees for our Annual Chamber Awards Banquet (February) annual Golf Tournament (April) and other smaller events. Limited (fun) evening and weekend work required. Assist with donor relations activities such as drafting personalized acknowledgements, and updating donor relations information in database.

### Qualifications:

#### Education/Experience Requirements

Applicant should be enrolled in a bachelor's degree program and have a minimum of one year of previous work or volunteer experience. Must have experience in one, but preferably more than one, of the following: 1)work in a fundraising setting, 2)preparing for events/ conferences, 3)providing customer service or 4)volunteer management. Must have experience with Microsoft Office applications, Must be able to lift 40 lbs. Applicant must have access to computer with Microsoft Office. Reliable transportation and an understanding of Greenbrier Businesses a plus.

#### Knowledge Requirements

Excellent interpersonal, organizational, and administrative skills, with strong attention to detail. Ability to provide friendly, and thorough information to contacts.. Must demonstrate professional demeanor and attire when necessary, and communicate in a clear and polite manner in person and on the phone. Must demonstrate ability to draft letters and e-mails within professional standards. Correct oral and written grammar is required. Ability to handle confidential information appropriately. Ability to take direction, respond flexibly to changes and last-minute requests, and problem-solve creatively while working in a detail-oriented way.

### Compensation:

Gain real world experience, make a difference that will be noticed by hundreds of local business owners.

Fulfills internship requirements for some students in related field: usually 3 credit hours. Benefits include flexible work hours, recognition at awards banquet, a cooler than average boss, lots of praise and great recommendations for a job well done. Your resume will thank you for this.