

# Now Hiring

## Marketing/Communications Intern

### Description:

The Greenbrier Chamber of Commerce seeks to fill the Marketing/Communications intern position.

The Marketing/Communications Intern works under the direction of the Executive Director to promote our Annual Chamber Awards Banquet (February) and other events through email-marketing, social networking and other traditional media. Assist Chamber Execs in other marketing related activities such as drafting copy, taking photos, and sending press releases.

### 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)Public Relations, 2) Journalism, 3) Marketing, or 4) Advertising. Must have experience with Microsoft Office applications, Applicant must have access to computer with Microsoft Office. Owning a car 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. Optional sales-based incentives available. 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. Contact Amie at 501-679-4009 for questions. Email resume and cover letter to [info@greenbrierchamber.org](mailto:info@greenbrierchamber.org).