

## **Intern – International Chambers of Commerce of Greater Philadelphia**

The International Chambers of Commerce of Greater Philadelphia are an affiliate of the Greater Philadelphia Chamber of Commerce (GPCC). The International Chambers promote increased trade and investment between the respective representative country and Eastern Pennsylvania, Southern New Jersey, and Delaware. Members participate in the International Chambers to gain access to a broader transatlantic business network and to a wide range of marketing, networking and business intelligence, benefits and opportunities. The International Chambers also work with government to promote a positive trade/investment policy environment, to assist members in the profitable conduct of their business, and to keep members advised of policy issues that may impact their business.

We are currently seeking a self-motivated and detail-oriented intern to assist in the day-to-day activities of the International Chambers.

Anticipated Start Date: Monday, April 4, 2011

Hourly Commitment: Minimum 15 hours a week; possibly more, but not to exceed 29 hours per week.

Compensation: \$10.00/hour

### **Primary Position Purpose**

The Intern Position creates learning opportunities in the following areas:

- Learn all aspects of event planning for multiple events from sponsorships to logistics – attendees are predominantly business and community leaders
- Experience how a non-profit creates events beginning with a budget of zero and ending with a successful fundraiser
- Interact with sponsors, members and friends of the organization
- Manage the logistics of planning an event including audio visual needs and catering specifications
- Assist in the planning, production and posting of the organization’s electronic and hard copy published materials including:
  - Quarterly newsletters
  - Annual membership directory
  - Website updates
  - Blog postings
  - Social media pages
- Interact and develop relationships with the Greater Philadelphia international business community

### **Essential Duties & Responsibilities**

- Solicit, collect, and be responsible for compiling information for the annual membership directory
- Act as a point of contact for event corporate sponsors to answer questions and collect information
- Conduct outreach to membership to increase attendance at events throughout the year
- Manage membership, event registration and sponsorship databases
- Control check-in/registration during all events
- Assist in designing and writing copy for event promotional material, including save-the-dates, electronic and print invitations and programs
- Contribute to quarterly newsletters distributed to all membership
- Write event copy for worldwide organization and the Greater Philadelphia Chamber of Commerce (GPCC) event calendar
- Maintain current and up-to-date electronic information about the organization’s activity – website and Social Media site maintenance
- Draft content for GPCC Datebook and GPCC Newsletter, distributed to more than 5,000 business leaders
- Write and post blogs on GPCC News Blog
- Organize and manage finances – keep records of all funds moving in and out of organization in the form of membership dues, sponsorships, event ticket and table sales, and processing invoices for all outstanding payments

### Qualifications

- Obtained or currently pursuing a Bachelor's degree in Organizational Communications, Corporate Communications, Public Relations, Marketing, International Relations, International Business, Business Administration or a related field
- Strong computer skills, which includes PowerPoint, MS Word and Excel
- Ability to effectively prioritize and meet deadlines in a timely manner
- Ability to work independently
- Strong attention to detail
- Excellent communication skills (verbal, written and interpersonal)

GPCC offers a unique environment and opportunity to learn critical business skills and make connections in the regional business community. Qualified candidates should submit their resume via e-mail only to [careers@greaterphilachamber.com](mailto:careers@greaterphilachamber.com).