

## The Bessemer Area Chamber of Commerce Seeks

### COLLEGE STUDENT MAJORING IN BUSINESS / MARKETING / COMMUNICATIONS

#### Description

The Bessemer Chamber is looking for a qualified intern to join our team. We produce quality work for the members of our chamber and seek an intern who can fulfill the responsibilities listed below.

This intern should have highly developed interpersonal skills and the ability to work well in a team-based environment.

#### Responsibilities

- Write articles and press releases (commercial and residential in nature).
- Take photos to use with articles for the 2018 Bessemer Magazine
- Assist in the creation of signage, circulars, mock ups, e-mail campaigns, online promotion, etc.
- Assist staff in chamber member communications (in the office or at events)
- Assist the staff in planning and organizing events
- Create Powerpoint presentations
- Assist in the distribution or delivery of marketing materials

#### Requirements

The Bessemer Chamber is looking for an undergraduate student in or around the Bessemer area who is majoring in marketing or advertising that is energetic, organized and detail oriented. This person should have excellent verbal and written communication skills, with extensive knowledge of Web and social media. PowerPoint and Word experience is a bonus, and will be considered when choosing the best applicant for this internship position.

#### Work Schedule

- Schedule will be flexible based on student schedule and academic responsibilities related to current semester course load.
- Student will be paid an hourly wage, we will work with the student and his/her school to assist the individual in receiving college credit.
- Intern should expect to work at least 12 hours per week.
- On the job training will occur daily at the direction of the chamber staff.
- **Intern should plan to assist with any hands on task.**

*Interested students should call the chamber at 205-425-3253 to set up an interview with the chamber president by September 1st.*