

Position: Intern, Events

Reports To

The Intern, Events will report to the Director, Events

Job Overview

Reporting to the Director Events, the Intern, Events works closely with both the Events and Corporate Development teams, Chamber staff, the Board of Directors, members and external stakeholders to deliver high-quality events for advocacy, networking, education, and fundraising. The Intern, Events is responsible for assisting with every aspect of producing 120+ yearly events. The Intern, Events will work with the Events team to troubleshoot any problems that arise with events. The Intern, Events will be trained to process all incoming event registrations and payments using the Chamber's CRM. At events, the Intern will assist with set up and registration.

The Intern, Events must be able to work closely across all Chamber departments, be a self-starter and be highly organized. Problem-solving and flexibility are essential to this role to resolve situations that may come up. As a part of the Events team, the Intern will be in contact with Chamber members daily and should be comfortable communicating via phone and email in a professional and courteous manner. Strong communication skills, strong technical aptitude with Microsoft Office suite, and familiarity of CRM are required.

Responsibilities and Duties

- Events
 - Set up and breakdown events
 - Manage registration and check-in for events
- Administrative
 - Answer phone inquiries, direct calls, and provide basic company and event information
 - Perform clerical duties, maintain files and organize documents
 - Run general event-related errands
 - Set up and break down conference rooms for events or meetings held at Chamber office
- CRM
 - Register attendees for events
 - Process invoices and payments for attendees and send out invoices and receipts when necessary
 - Update and manage information, data and records when necessary

Key Tasks

- Assist with registration, payment of registrations and invoicing registrants when necessary
- Assist with records of all expenses and revenues received by the Chamber for each event

Key Tasks Cont.

- Solicit and follow-up with gifts and donations for raffles, silent auctions and prizes
- Proactively handle any arising issues and troubleshoot any emerging problems on the day of the event
- Proposed ideas to improve provided services, event quality and cost savings measures
- Assist with donor acknowledgement process

Qualifications

- High school degree or equivalent, must be enrolled in an accredited university/college program
- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, Excel, Outlook)
- Excellent written and verbal communication skills
- Self-directed and able to work without supervision
- Energetic and eager to tackle new projects and ideas

To Apply

Send your resume and cover letter to info@chicagolandchamber.org with the Position title in the Subject line.