

Position: Intern, Communications & Marketing

Reports To

The Intern, Communications & Marketing will report to the Director, Marketing & Website

Job Overview

This position serves the Communications and Marketing Department, while collaborating with all program, events, and membership departments. This role will facilitate the creation and execution of best practices, strategies and plans for leveraging all communication and marketing platforms. Success in this role requires a particular desire to learn, the ability to excel both independently and collectively, and a strong attention to detail.

Responsibilities and Duties

- Assist in the development and maintenance of the overall marketing schedule and individual department communications work plans.
- Collaborate with Director and V.P. of Communications & Marketing on content development, distribution and maintenance of all print and electronic collateral including, but not limited to:
 - Marketing collateral: flyers, brochures, postcards, letters
 - Social Media
 - Website CMS: landing pages, event pages, news items for Chamber and Foundation
 - E-marketing and Newsletters
- Marketing Analytics - Track and measure the level of engagement within the through our multiple communications platforms (predominately social media and email)
- Create messaging and write communications and marketing content for all Chamber platforms on topics including: business, member/partner news, public policy/advocacy, thought leadership, civic leadership. Heavy focus on social media platforms (Facebook, LinkedIn and Twitter)
- Perform other tasks as assigned. The Coordinator will support all work relevant to the Communications & Marketing Department as needed, including tasks not specifically listed above.

Qualifications

- Pursuing your Bachelor's Degree (Junior or Senior preferred)
- Experience with content management systems (CRM), specifically DNN and WordPress, and marketing platforms such as Act-On, Sprout Social, and Google Analytics
- Experience in Microsoft Windows suite software and Adobe Creative Cloud (specifically InDesign and Photoshop)
- Preferred marketing experience, ideally in an "in-house" role - nonprofit experience a plus
- Ability to take knowledge and transform it into compelling, useful, and appropriate messages, and disseminate it to the right audiences through the best distribution channels

Qualifications Cont.

- Excellent writing/editing and verbal communications skills with ability to alternate between styles and tones
- Highly collaborative style, ability to work as a team member in a matrixed environment
- High energy, maturity and leadership with the ability to serve as a unifying force and position communications and marketing discussions at both the strategic and tactical levels
- Flexible work schedule and availability to attend Chamber events outside of normal (9-5) business hours
- Self-starter, able to work independently, and entrepreneurial, enjoys creating and implementing new initiatives
- Passion for the Chamber's mission and our Chicago communities

To Apply

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