

Position: Intern, Programs

Reports To

The Intern, Programs will report to the Director, Programs and Vice President, Programs.

Job Overview

The Chamber's Programs Department is fundamentally interdisciplinary, relying heavily on inter-office coordination and collaboration. As such, the Intern, Programs should be comfortable managing a diverse workflow to support the comprehensive efforts of the Programs team. Success in this role requires a particular desire to learn, the ability to excel both independently and collectively, and a strong analytical capacity.

Responsibilities and Duties

Employees with this position will be expected to:

- Conduct research and subsequently produce write-ups, reports, spreadsheets, and presentations on the researched topic(s).
- Manage and oversee projects of fluctuating size in various subject areas.
- Maintain client communications for supervisors.
- Plan and oversee events for the Chamber.
- Manage and oversee communications with, and the work of, junior interns.

Qualifications

Applicant must be:

- Timeline oriented
- An able project manager comfortable with delegation
- A capable communicator
- A strong researcher
- A confident public speaker
- Self-motivated
- Creative/collaborative
- A strong copywriter
- Dedicated to a growth mindset (willing and motivated to learn and adapt)

To Apply

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