

The Lewisville Area Chamber of Commerce is an independent non-profit 501(c)(6) organization of business leaders who are investing their resources in community development programs – working together to improve the economic, civic and cultural strength of the Lewisville area. Its mission is to promote economic growth of the local business community. Leading Business. Leading Lewisville.

Job Description:

The communications internship is an unpaid position for undergraduate or graduate students with coursework in communications, public relations, mass communications, English and journalism.. Interns work with public officials and Lewisville Area Chamber staff on significant high-profile projects in the Denton County area. They will work aside the President of the Lewisville Area Chamber of Commerce. Intern projects include development of Member Services division to include: website content, social media engagement, press releases, graphic design, video creation, promotional materials and flyers and brochures for various initiatives and events. Some data research and updating is also required.

Undergraduate/Graduate student:

Coursework in communications, public relations, mass communications, English and journalism. Students with other academic backgrounds are considered on a case-by-case basis.

Qualifications:

- Experience in graphic design
- Ability to create photo and video productions as they relate to the Chamber's marketing objectives
- Proficiency in Adobe InDesign, Illustrator, Photoshop, and Dreamweaver, as well as Microsoft Office to include Outlook, Word, Excel and PowerPoint.
- Proficiency in HTML code and web design
- Excellent written and oral communication skills
- Ability to work and maintain productivity with minimal supervision
- Interest in economic development, business marketing or marketing research
- Ability to offer new ideas, concepts, solutions, etc.
- Ability to update membership files updated both online and on office shared files
- Must be a team player that works well in an adapting environment
- Must have the ability to foster the values of members relations
- Exceptional people skills with an outgoing personality
- Excellent verbal and communication skills
- High level of professionalism
- Ability to work with volunteers
- Experience in delivering excellent customer service

The internship will be created on an individual bases utilizing the talent of the student so that measure business acumen can be identified and nourished.

Contact via email rachel@lewisvillechamber.org

Lewisville Area Chamber of Commerce
Leading Business. Leading Lewisville.
(972) 436-9571

www.lewisvillechamber.org

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