



Job Title: Paid Internship
Starting Salary: Starting hourly rate \$9.50/hour
Reporting To: President & CEO

Roles and Responsibilities:

- Ideal schedule will be Tuesday and Thursday from 1:00pm to 5:00pm.
- Primary duties may include, but are not limited to:
 - o Answering the phone
 - o Greeting people that come into the office
 - o Monitoring email and social media accounts
 - o Microsoft Office/Google Docs and Microsoft Excel/Google Sheets creation and modification
 - o Assisting the President & CEO with event planning/coordinating*
 - o Membership relations
 - o File management
 - o Bi-Weekly Marquee Updates
 - o Assisting President & CEO as needed
 - o A representative of the Chamber to its members and the community
 - o Light tidying/cleaning

*Intern must be available during Half Moon Holidays July 3-7, 2024.

The ideal candidate for this job will maintain professionalism within the office and to the public, has a passion to serve Chamber members and community, and an interest in business. This job is designed as a paid internship in which you will learn basic office skills, as well as advanced administrative knowledge of non-profit organizations, professional relationships, and event production. In return for work experience, the Executive Director will mentor the intern and provide letters of recommendation upon request.

The paid internship will start upon hiring and end no later than August 15, 2024. Applications and letters of intent can be submitted to chamber@shinertx.com or during office hours Tuesday 10am-5pm and Thursday 10am-3pm.

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