



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

Roles and Responsibilities:

- Ideal schedule will be Tuesday/Thursday from 1:00pm to 5:00pm (flexible, additional hours possible).
- 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

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 on or around August 15, 2024. Applications and letters of intent can be submitted to chamber@shinertx.com or during office hours Tuesday/Thursday 10am-5pm, Friday 1pm-5pm.

Shiner Chamber of Commerce
817 N Avenue E
PO Box 221
Shiner, TX 77984

361-594-4180
chamber@shinertx.com
www.shinertx.com