Communication and Social Media Intern: Fall 2015

**** The Georgia Chamber of Commerce is Georgia’s largest business advocacy organization. Our focus is on keeping, growing and creating new jobs in our state. We have an aggressive, proactive approach to state policy issues, and we transcend regional boundaries to create a state-wide network of business leaders working to help Georgia’s economy thrive.

**Internship Purpose:** The Georgia Chamber of Commerce seeks a dynamic, self-starter to assist communications and social media efforts. This internship is an excellent opportunity to experience various aspects of communications, public relations and social media.

Position Title: Communication and Social Media Intern

Compensation: Paid, stipend.

Position Dates: Flexible: September – December 2015

Hours: Flexible, preference 3 days per week, no more than 29 hours per week.

Prerequisites: Student currently enrolled in a baccalaureate (junior or senior level) or graduate level program in marketing, public relations, communications, graphic design or other related field.

**RESPONSIBILITIES:**

* Assist with maintaining the Chamber’s social media presence, including daily monitoring, posting, scheduling and reporting updates.
* Assist in planning, writing and managing e-communications.
* Research media clippings and draft monthly media report.
* Draft press releases, media alerts and other stories.
* Assist with creating editorial and event calendars.
* Design social media graphics and other communications materials.
* Update the Chamber’s website regularly.
* Create comprehensive database of targeted social media influencers and community organizations.
* Collaborate with staff on new ideas, directions, and tools for social media and communications.
* Prepare weekly reports and maintain regular contact with Vice President of Communications.
* Assist with monitoring social media for trafficking communications related to the Chamber’s brand.

**KNOWLEDGE/SKILLS/ABILITIES:**

* Firm grasp of available tools and platforms in the social media space
* Previous internship or related experience in marketing or communications a plus
* Understanding of the basic principles of public relations and/or marketing.
* Working knowledge of Microsoft Office products
* Proficiency in Adobe InDesign and Photoshop highly desired
* Knowledge of HTML, website content management and graphic design a plus

**REQUIRED QUALIFICATIONS:**

* Posses excellent written, oral communication and interpersonal skills
* Ability to communicate in a professional manner with media and Chamber stakeholders
* Ability to work well independently, and within a team
* Commitment to cultural sensitivity and respect for differences
* Commitment to the continuous improvement of service quality and the
* Chamber’s mission, vision and values

**Benefits**:

* Gain hands-on experience in the development and execution of marketing strategy
* Build a portfolio and gain experience with building promotional campaigns, marketing materials and other content
* Gain knowledge of key initiatives, projects and issues of importance to the state of Georgia
* Build a network of business leaders through interaction with members and local chambers
* Parking and expenses reimbursed while on Chamber business
* Credit hours upon agreement and documentation by sponsoring institution
* A stipend to allow interns to gain valuable experiential education without sacrificing needed income

**To Apply**:

Visit [www.gachamber.com/Careers](http://www.gachamber.com/Careers.careers.0.html) to download an application. Compile the following materials into a single PDF file named “*Your Last Name, Your First Name, Marketing Internship , Fall 2015*” and send to [internships@gachamber.com](mailto:internships@gachamber.com). You will receive a confirmation email when your complete application package has been received.

* Completed application
* Resume and cover letter
* A reference (See reference form on application for guidelines)
* One of the following:
  + A sample marketing, promotion or PR plan you have created for a class or volunteer organization.
  + A sample piece of marketing collateral (one pager, brochure, website, brand standards, etc.) you wrote and designed for a class or volunteer organization.

Only complete applications will be considered.