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History 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 with research, database management, information inventory and curating Chamber articles, archives, news and information. This internship is an excellent opportunity to develop and improve research and writing skills.

Position Title: History Intern

Compensation: Paid, stipend.

Position Dates: Flexible: September – December 2015

Hours: Flexible, 1 office one day, telecommute available

Prerequisites: Student currently enrolled in a baccalaureate (junior or senior level) or graduate level program in History, Literature, English, or Political Science

**RESPONSIBILITIES:**

* Assist with researching and maintaining the Chamber’s historical data, facts and information.
* Assist with researching information about politics, business, government, transportation and education.
* Research media clippings, photographs, books, archives.
* Create digital asset management system.
* Perform in-depth research on specific subjects.
* Develop interpretive presentations from research findings.
* Collaborate with staff on new ideas, directions, and tools for using researched information.
* Intern could work with history based organizations in the community.
* Prepare weekly reports and maintain regular contact with Vice President of Communications.

**KNOWLEDGE/SKILLS/ABILITIES:**

* Previous internship or related experience in history a plus
* 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
* Strong organizational skills and attention to detail
* Ability to communicate in a professional manner
* 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)
* Writing Sample

Only complete applications will be considered.