

Berea Chamber of Commerce
Job Description:
Marketing / Communications Intern
with Emphasis in Event Planning

The Berea Chamber of Commerce is looking for (2) interns for the 2019 fall semester. This internship opportunity is an excellent way to gain hands-on event planning and communications experience while earning college credit. Build your resume through helping planning the 23rd Annual Spoonbread Festival – Madison County’s largest community event, drawing crowds of 60,000+ attendees. The festival showcases dozens of events making up a weekend of free family fun for all ages. In addition to helping with the Spoonbread Festival, interns have the opportunity to assist in a variety of Chamber functions and other events including the 6th Annual Geocaching Weekend and the Chamber Awards Banquet.

Job Summary:

An un-paid internship / learning experience reporting directly to the Executive Director of the Berea Chamber of Commerce. The intern will assume a role in planning and marketing the Chamber and its various programs, events and services to Berea’s business community to include active members, prospective members and the community at large.

Responsibilities:

- Assisting with the planning, promoting and conducting the 23rd Annual Spoonbread Festival (September 20-22), 6th Annual Geocaching Weekend (October 18-20) and the Chamber Awards Banquet (November 21).
- Writing, photographing and laying out stories for our My Chamber, My Story Campaign.
- Marketing our member-to-member discount program to our Chamber members
- Developing various marketing tools/materials for Chamber programs, services and events.
- Utilizing social media to market the Spoonbread Festival, Geocaching Weekend and the Awards Banquet.

Qualifications:

Ideal candidates will have an eye for detail with excellent organization and communication skills and an interest in event planning. The intern should be self-motivated, highly creative, comfortable working independently, knowledgeable with social media platforms (Facebook, Instagram, Twitter and Snapchat) and proficient in the use of Microsoft Office. Preferred majors include: public relations, marketing or communications.

Hours:

Approximately 6 hours per week / 80 hours per semester.

Application Process:

Emailing cover letter and resume to David Rowlette, Berea Chamber of Commerce Executive Director, at david@bereachamber.com.