Job Title: Chamber Business Intern
Department: Administrative
Reports to: Administrative Manager
Status: Volunteer

Position Summary:
• Assist department managers
  ▪ Special Events
  ▪ Membership Services
• answer phones
• provide customer service to all customers.

Essential Functions:

I. GENERAL OFFICE

1. Assist in answering the phone
2. Fill requests for information.
3. Assist with member database maintenance
4. Copy, collate, and prepare relocation packets for mailing and front desk distribution — (Approximately 50/week)

II. DIVISION SUPPORT

1. Assist Special Events Manager
   a. Assist with event organizing
   b. Post events, on Facebook
   c. Mail sponsorship letters
   d. Mail sponsor tickets
   e. Assist with event marketing
2. Assist Membership Services Specialist
   a. Assist with Chamber Ambassador Team tracking and maintenance
   b. Membership research
   c. Member correspondence

III. PERFORM GENERAL CLERICAL DUTIES AND OTHER NECESSARY TASKS AS DIRECTED

Knowledge, Skills, and Abilities:

1. Proficient in Microsoft Office, specifically in Microsoft Word and Excel.
2. Ability to type at least 40 wpm.
3. Excellent written communication skills, including the ability to compose a formal letter using appropriate spelling and punctuation.
4. Excellent customer service skills.
5. Knowledge of Social Media communication
6. Ability to conduct on-line research
7. Reliable transportation, valid drivers’ license, and current vehicle insurance.
Environmental Conditions:

1. Indoors in typical office environment with little exposure to excessive noise, dust, fumes, vibrations, and temperature changes.
2. Frequent computer use at workstation up to two hours at a time.
3. Frequently work at fast pace with unscheduled interruptions.

Physical Demands:

1. Attendance and punctuality.
2. Mobility within the office.
3. Ability to walk, sit, stand, and climb stairs.
4. Ability to lift up to 25 pounds.
5. Ability to drive a vehicle.

Compensation:

- This is a VOLUNTEER, non-compensated position.

Changes: This job description will be updated if duties and responsibilities change significantly. Job functions are subject to modification based on business necessity.

ADA/FEHA: The Company will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990 and California’s Fair Employment and Housing Act.

EEO: The Company is an equal employment opportunity employer.