

POSITION DESCRIPTION

Eau Claire Area Chamber of Commerce



Position: Eau Claire Chamber Marketing & Communications Intern (DEI Focus)
Location: Office Environment, Eau Claire, Wisconsin
Status: Non-Exempt
Reports to: Vice President Workforce Initiatives

Position Requirements and Qualifications: Student at Chippewa Valley Technical College or UW-Eau Claire with at least one year of school remaining. Must possess great organizational skills, ability to manage time and be willing to lead tasks. This individual must be a team player and work with Chamber investors, committees, and staff. Excellent oral and written communication skills. Design skills in Canva, and Adobe Photoshop are a plus. Experience working with Microsoft Office and Google Suite Applications. These fields of study are encouraged to apply: Marketing, Communications, Diversity, Equity & Inclusion (DEI) and/or Project Management.

Primary Responsibilities: Support the Vice President Workforce Initiatives through communication and marketing efforts. Create, expand, and implement marketing plans that increase investor and community knowledge of the Chamber. Participate in DEI Taskforce discussions to develop initiatives that encourage community learning of DEI efforts. Intern should show interest and excitement in learning/researching DEI trends, projects, and progress in the Eau Claire Area. Intern should have passion and understanding for the advancement of Diversity, Equity, and Inclusion. Prior training and/or classes in DEI efforts are a plus.

1. Compose professional emails to communicate programs, events, blog postings, and more.
2. Create and implement marketing plans and content calendars. Revitalize past marketing plans/social media concepts to fit the current needs.
3. Research and develop SEO strategies to increase organic site/social media traffic. Knowledge of Google Analytics and Keywords is a plus.
4. Contribute and lead efforts in the blog communications related to Workforce Development and Diversity, Equity, and Inclusion. Research and strong written skills are necessary.
5. Active member in the DEI Taskforce who listens and responds to suggestions, ideas, and conversations by developing the Chamber's DEI initiatives to fit the current demands.

Secondary Responsibilities:

1. Operate office equipment, including computer, Google Suites, and Microsoft Office.
2. Perform other duties and responsibilities as assigned by the program director or president of the Eau Claire Area Chamber of Commerce.

Wage and Benefits: The Chamber will assist the intern with earning college credit. Pay is \$10 per hour with 10-15 hours per week.

"The Eau Claire Chamber of Commerce is a non-profit organization."

Flexible to student's school schedule, winter break, or any additional needed time off.

Interested applicants encouraged to submit any questions on the internship, a cover letter and resume to Kaylynn Winegar at winegar@eauclairechamber.org – Applicants will be reviewed upon receipt.