



## MARKETING INTERN JOB DESCRIPTION:

- Collaborate with the Executive Director to develop effective member and public communications.
- Construct and schedule engaging social media posts on Facebook and Instagram.
- Assist in managing and enhancing engagement in the Facebook community group and across all social media platforms.
- Create compelling video and photo content featuring local chamber businesses for social media campaigns. Compose and manage the monthly newsletter for Chamber members.
- Design eye-catching images for social media posts and newsletters using Canva.
- Assist in creating and editing flyers, brochures, and other marketing materials.
- Produce photo and video content aligned with the Chamber's marketing objectives.
- Attend events to capture photos for newsletters and social media posts.

## BENEFITS OF INTERNING AT THE ERIE CHAMBER:

- Access to networking events and a vast network of local business professionals offering future intern or employment opportunities.
- Engage in a team-focused work environment with ongoing mentorship opportunities.
- The Chamber of Commerce aims to support interns in gaining practical experience and transitioning into professional roles, with the potential of securing full time positions in desired fields.

Interested Candidates:

Please complete this [Interest Form](#) and someone from the WBL team will contact you regarding next steps.