

GWINNETT CHAMBER IS SEEKING COLLEGE-LEVEL INTERN FOR MARKETING & PUBLIC RELATIONS built around economic development projects for which deadlines are assigned and deliverables are expected. In addition, the internship also offers miscellaneous responsibilities in the areas of event management support, day-to-day office tasks and general support of the economic development department at the Chamber.

The internship, although unpaid, does allow a wide variety of experiences and opportunities to network with local and regional leaders in business, government, education and the community. It affords genuine hands-on experience in the marketing and events management industry in a high-profile, fast-paced, hard-working, team-oriented environment.

Primary responsibilities/requirements:

- **Website Content Maintenance**
 - The intern will work closely with the marketing & public relations director and business development team to research, write and provide web-ready content that is up to date and relevant to the economic development industry while utilizing the latest technology marketing tools and strategies to keep the content interactive, vibrant and rich.
- **Wikipedia (and WikiGwinnett) Presence Development**
 - Maintaining the Gwinnett Chamber's existing presence on Wikipedia and WikiGwinnett for our 3 unique brands and entities, Gwinnett Chamber Economic Development, Partnership Gwinnett and Success-Lives-Here Gwinnett County, GA, while working to develop a one-liner on Partnership Gwinnett for any and all investor wiki-pages that would drive folks from those investor wiki-entries to our PG wiki-entry for more information.
- **Publications' Research & Copy Writing**
 - Working closely with the marketing/pr director and research manager, the intern will research and develop a copy for various internal publications (VISION, FOCUS, etc.) that can be modified, edited and worked into a printed piece. The intern will have access to a few samples of these pieces, once completed, to put in his/her portfolio.
- **Additional Responsibilities**
 - Working with the programs manager to execute and logistically support events and programs throughout the summer.
 - General support of marketing/pr initiatives as opportunities arise
 - General support for the department to fill-in and handle day-to-day tasks as needed
- **Qualifications, Experience and Personal Attributes**
 - Able to effectively use MS Office products
 - Organized, detail-oriented, and dependable
 - Able to adjust to changing priorities and deadlines
 - Professional and positive attitude

Reports to: Marketing & PR Director, Econ. Dev. & Partnership Gwinnett
Experience: Marketing and/or research & writing
Required Education: Bachelor's Degree or currently enrolled in college
Travel Required: No; most hours will be required in Chamber offices, but some tele-working may be acceptable on occasion
Internship Hours: Negotiable, 16 minimum (with daily attention to projects required - whether in office or via tele-working); however, mutually agreeable hours and schedule to be determined by intern and reporting manager
Additional Details: Applicants must be current students. Business to Upscale Casual attire. Position is unpaid.

Application

If you are interested in applying, please email a cover letter, resume and brief writing sample (3-5 pages) to Lisa Sherman at lisa@gwinnettchamber.org. Class assignments are acceptable as writing samples. Applicants are encouraged to review the Partnership Gwinnett initiative website at www.partnershipgwinnett.com. Candidates meeting requirements will be contacted to schedule interviews; no phone calls please.

Deadline for application: September 8, 2010