



metrochamber

SACRAMENTO METROPOLITAN  
CHAMBER OF COMMERCE

# SACRAMENTO METRO CHAMBER

## Communications and Marketing Department Internship

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### **Purpose:**

The Sacramento Metro Chamber is the leading business organizations in the region. Representing six counties, the organization advocates for and supports the economic success of our members by leading the effort to grow and retain business. The Marketing and Communications intern supports the Department in activities related to events, programs and services. Specific activities include developing marketing programs for events, assisting with material development, crafting and distribution of all communications to members and external audiences, research, copywriting and proofing. Responsibilities may also include list management, mailings, website content development and placement.

### **Intern Position**

The Intern will primarily provide support to the Marketing and Communications Department but could also be asked to support various Departments to include: Membership, Policy, Programs & Events and the Chamber at-large in routine tasks and projects on a part-time basis.

### **Qualifications:**

- Ability to manage multiple tasks and knack for prioritizing projects in a fast-paced office
- Honesty and the ability to work with a variety of people as a team player and a self-starter
- Strategic thinker with strong oral and written communications skills
- Familiarity with Microsoft Office and Adobe Creative Suite
- Strong willingness to learn all aspects of the Metro Chamber and ability to support various programs within the Metro Chamber
- Pursuing or completed a bachelor's degree in journalism, public relations, communications, marketing, graphic design or related field

### **Specific Responsibilities include but are not limited to:**

- Familiarity with social media platforms and ability to draft content and report analytics/trends
- Strong writing and editing skills to assist with overall communications for the Chamber to include writing articles for newsletter, website, marketing pieces and news releases
- Familiarity with managing, editing and designing websites
- Proficient in proofing and editing
- Maintain media clips and list and logs of media activities
- Ability to identify media opportunities and craft pitches to actively pursue
- Developing marketing timelines for Chamber events and programs

Contact Gail Maciel at [gmaciel@metrochamber.org](mailto:gmaciel@metrochamber.org) to submit application.

### **About the Sacramento Metro Chamber**

Founded in 1895, the Sacramento Metro Chamber is the largest, oldest and most prominent voice of business in Northern California. The Metro Chamber represents nearly 1,700 of the premier businesses and business organizations employing 130,000 workers in the six- county Sacramento region. For 120 years, the Metro Chamber has served as the region's leading proponent of regional cooperation and is a primary advocate on issues affecting business, job growth, business prosperity and the quality of life. With more than 100 free networking events a year, the Metro Chamber offers the best venues for making new business connections.