

— INTERNSHIPS & CO-OPS —

at the

NORTH SHORE CHAMBER OF COMMERCE, INC.

The North Shore Chamber of Commerce is the largest business organization in Northeastern Massachusetts. The North Shore Chamber is a regional chamber that covers 39 communities and has over 1500 member businesses. Our Mission Statement reads: *"The North Shore Chamber of Commerce is dedicated to actively shaping public policy and events so that decisions by business and government result in an improved economy and quality of life for the region."*

Internships at the North Shore Chamber of Commerce offer a student many valuable possibilities for gaining knowledge and expansion in the business community. Every week the Chamber meets with CEO's and business leaders from all over the North Shore and Boston. The Chamber recognizes its responsibility of offering the student valuable on-the-job training that would not be obtained elsewhere. At the same time, the student must perform to his/her utmost abilities in order to gain the most of the "Chamber Experience" and to satisfy the credit requirements of the academic institution. If you are looking for a career in any of the categories below and are serious about finding a job after college... Your Internship is at the Chamber!

Sales & Marketing:

Both telemarketing and sales for Chamber Annual Events (Business Expo, Honor Scholars Dinner, Annual Dinner, Golf Tournaments, Membership Drive), Monthly Meetings (Breakfast Forums, Networking After Hours, Legislative Affairs Committee, Human Resources Managers' Roundtable, North Shore Economic Council), and Advertising Sales either on the Website, the SmartGuide, HTML Emails, Monthly Business Journal or in the Annual Chamber Membership Directory, and/or services & products (Prospective Membership Sales, Accounts Receivable, & Breakfast Season Tickets Sales for example). Keeping & Meeting established Goals is a must.

Desktop Publishing/ Website Content:

Interns will learn how to use various Media to communicate with businesses in the "Real World Setting" to gain experience for future career endeavors. Computer Programs used include and are not limited to *Adobe Photoshop, Adobe Illustrator, Adobe InDesign, Adobe Pagemill & GoLive, Adobe Acrobat, Quark Xpress, Microsoft Word, Excel, & Powerpoint, Quicktime & iDVD Authoring, and Website Management.*

Communications and Public Relations:

Interns will work hand-in-hand with Staff to communicate with various media and outside vendors for promotional purposes. Journalistic & PR Duties include becoming a Press Liason with local reporters, Weekly Press/News Releases to Various Media (Newspapers, TV, Radio, Web, Business Organizations & Government), stimulation in Chamber events and functions. Interns will help write and update internal informational materials to assist or work with Desktop Publishing Team. Interns assists in working

with first, second, & third class postal mailing accounts for timely distribution, as well as support for email and phone communication. Writes articles for Business Journals & Newspapers and also assists with photography at events and meetings.

Accounting:

Interns assist in the Responsibility for all invoicing, account receivables, account payable, monthly financial statements and other accounting tasks. Manage, organize and administer the membership database through 4D & Visions software. Order and maintain office supplies and distributes accounting reports to all Staff. Also works on Event Costs and assists in preparation of all financial reports.

Event Planning/Management:

The Chamber coordinates several monthly and annual meetings, functions and events (from 15 to 2000 people). The intern will assist in communicating with venue personal, setting up, planning and executing timely and purposeful events. Over-communicates with staff to the planning of every detail, in order to run each event a week before the actual date. Must be over-organized and will receive event management training in detail. Organizes, schedules, coordinates, and participates in all Chamber meetings.

General Office Duties:

Everyone needs to learn how to work with others in an office environment — in a “real world” setting. The Chamber offers that! Juggling several things at once is a must. Projects will often be assigned and managed by more than one staff person. Tasks such as bulk mailing, photocopying, faxing, telephone answering, taking phone messages, emailing, registering members for events, detailed note-taking, communicating with Staff, and other administrative activities are performed by the intern.

The Chamber is involved with such a wide variety of activities and issues that there is not enough room to put them on paper! Many projects arise “out of the blue” where the student will be expected to participate wherever needed. This is what the “real world” is like — there is no syllabus here!

The Chamber recognizes the demands of being a student and will be flexible with time schedules whenever possible. This experience is to benefit both parties and both need to recognize the importance of this.

All interested applicants should have resumes ready and contact: Erik Smith, Vice-President of Sales & Marketing and/or Stephen Crowder, Director of Membership Development at (978) 774-8565 or by email at erik_smith@northshorechamber.org or steve@northshorechamber.org .

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