

## NORTH SHORE CHAMBER OF COMMERCE INTERNSHIPS — EVENTS

The North Shore Chamber of Commerce is one of the largest business organizations in northeastern Massachusetts. The North Shore Chamber is a regional chamber that covers 39 communities and has over 500 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 North Shore Chamber meets with 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 most of the chamber experience and to satisfy the credit requirements of the academic institution.

### **Title: Events Intern**

Description: The events intern is responsible for assisting in the planning and execution of events for the North Shore Chamber of Commerce. This events intern must have a flexible schedule with availability for some early mornings and some evening events. The Chamber hosts monthly morning breakfasts, monthly evening networking events, luncheons and a variety of member focused workshops and forums.

### **Job Responsibilities:**

- Attend Chamber events
- Assist in securing venues, maintaining the event calendar, organizing necessary event supplies
- Greet and register guests while representing the Chamber in a professional manner
- Assist with other event projects, event promotion and other office duties as needed

### **Qualifications:**

- Strong oral and written communications skills.
- Experience with Microsoft Office.
- Previous experience in an office or professional environment preferred.

The North Shore 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. The internship must count toward college credit and is a paid opportunity.

All interested applicants should have resumes ready and contact:

Sonya Vartabedian, Director of Communications, at 978-774-8565, Ext. 3, or by email at [sonya.vartabedian@northshorechamber.org](mailto:sonya.vartabedian@northshorechamber.org).

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