

NORTH SHORE CHAMBER OF COMMERCE INTERNSHIPS — MARKETING/COMMUNICATIONS

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: Marketing/Communications Intern

Description: The Communications Division is responsible for promoting the North Shore Chamber, its policy priorities, agenda, and brand to state and local audiences.

Job Responsibilities:

- Developing and managing media lists.
- Writing website and blog articles.
- Drafting press releases, and other materials as required.
- Assisting with other communications projects and office duties as needed.
- Create PowerPoint/Canva presentations and sales material.
- Make calls for membership renewals or sponsorships.
- Reach out to members for payments.

Qualifications:

Demonstrated interest in media relations, marketing or communications.

Related coursework: Communications Studies, Journalism or Marketing.

Strong oral and written communications skills.

Experience with Microsoft Office, Canva or other design tools.

Familiarity with CRM or similar systems as well as 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.

All interested applicants should have resumes ready and contact:

Sonya Vartabedian, communications director, at 978-774-8565. Ext. 3 or by email at sonya.vartabedian@northshorechamber.org.

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