

Summer Internship Opportunity 2021
Melrose Park Chamber of Commerce & Community Development

The **Melrose Park Chamber of Commerce and Community Development (MPCCCD)** is proud to offer a competitive internship program geared toward college students and young professionals looking to broaden their knowledge and skills in marketing, communications, business, and community development. The MPCCCD seeks an energetic and dynamic individual to help promote the MPCCCD, its members, and local businesses.

Responsibilities:

- Assist with day-to-day office functions and Chamber operations
- Create and curate digital content to be shared across our social channels
- Assist in planning and execution of social media and digital marketing
- Draft, create, and publish content for newsletters, website, etc.
- Update and maintain online event calendars
- Promote MPCCCD programs, services, and essential initiatives
- Attend Chamber events when available and assist as needed
- Assist local businesses with strategic initiatives

Qualifications:

- Recent graduate or student pursuing an undergraduate or graduate degree, preferably in one of the following fields: business, communications, marketing, public relations
- Detail oriented, strong writing and verbal communications skills
- Strong organizational and possess the ability to learn new software
- Proficient with Microsoft Office
- Ability to work independently as well as part of a small, entrepreneurial team
- Enthusiasm for business and community development
- Familiarity with Melrose Park community and surrounding area

Terms of the Internship:

The internship is a non-paid part-time position of 10-30 hours per week (depending on availability and interest) working in the MPCCCD office (between 9:00 a.m. and 5:00 p.m. Monday-Friday) and may include occasional evening and weekend events and meetings. Start and end dates to be established upon hire.

Benefits:

The MPCCCD will provide a comprehensive real world work experiences, recommendation letters, and professional connections. The intern will be encouraged to attend applicable MPCCCD events, meetings, trainings, etc.

About the Melrose Park Chamber of Commerce & Community Development:

The MPCCCD assists with business and economic development, creating new partnerships and staying knowledgeable about issues and challenges affecting their business. By offering resources, referrals and community events, the MPCCCD is a useful organization for the entire Melrose Park community. The MPCCCD is invested in the future of Melrose Park and a champion for its growth and success. For more information about the MPCCCD visit mpcccd.org.

Application Requirements

To apply for this position and in order to be considered, please submit the following to info@mpcccd.org

- Resume
- 1 page cover letter
- 2 references, with contact information available