



SAN MARCOS

AREA CHAMBER OF COMMERCE

COMMUNICATIONS/MARKETING

The San Marcos Area Chamber of Commerce is looking for an intern who is creative, hard-working, and community driven. We want someone who is ready to be a part of a team and is excited about the future of San Marcos.

Reports to: VP of Communications & Events

Functions: This position works closely with the VP of Communications to develop, implement and manage the Chamber's image, information and promotions in order to meet the overall goals of the Chamber.

Salary: Unpaid

General Responsibilities:

- a. Assist with updating Chamber Communications vehicles, to include but not limited to: email blasts, membership materials, program materials, press releases and social media.
- b. Prepare weekly Newsletter.
- c. Assist with Event Planning and Management.
- d. Assist the Front Desk Manager with front desk duties as needed
- e. Work with staff to position, organize and promote all events, special meetings and key activities that are scheduled.
- f. Other responsibilities as assigned.

Minimum Qualifications:

- a. Strong communication skills.
- b. Working knowledge of Microsoft Office Programs to include Word, Excel, Outlook and Power Point.
- c. Familiar with Adobe and/or other design programs.
- d. Experience with Constant Contact or similar formats.
- e. Ability to apply common sense understanding to carry out instructions in written, oral, or diagram form.
- f. **Some design experience preferred but not required

To apply, please email a cover letter and current resume to Samantha Brown, VP of Communications and Events at SamanthaB@SanMarcosTexas.com