

JOB DESCRIPTION



POSITION: Business Operations Intern

REPORTS TO: President & CEO

JOB TYPE: Part-time, very flexible; approximately 15-30 hours per week; potential for continuation into summer.

START DATE: December 2024/January 2025 (flexible)

The Brookings Chamber of Commerce is looking for an action-oriented self-starter to assist with office/task and event operations. The ideal candidate will have excellent written and oral communications skills, computer literacy, the ability to work alone and in a group environment and provide quality work in a timely manner.

PRIMARY RESPONSIBILITIES:

1. General operational duties

- Data entry
- Paying invoices
- Membership assistance
- Update website

2. Assist with committee work when needed

- Write and edit content for committees including but not limited to print material, press releases, website, email marketing and social media as directed by relevant staff member.
- Aid with Chamber events including assisting with attendee registration, photography and event set up and take down. This may require before or after normal business hours.
- Attend Ribbon Cuttings; assist with photography/videography (various Tuesday and Thursday afternoons)

3. Coordinate in-house marketing efforts

- Organize weekly e-newsletter, creating copy and/or graphics when needed
- Work with Membership Director to coordinate member marketing needs

4. Understands the overall mission and goals of the Chamber (ongoing).

- Understand our brand, customer, product goals, and all other aspects of service and incorporate into the work.
- Provide suggestions to leadership for improving customer experience.
- Demonstrate a commitment to the Chamber mission in all work produced.

5. Manage the organization's front office area (daily/weekly).

- Practice superior customer service skills, acting as first impression of the Chamber.
- Assist in maintaining positive office environment – from attitude to cleanliness.
- Communicate plans with team, assist in meeting set up when needed, sort mail, and other tasks.

6. Other duties as assigned.

REQUIREMENTS:

- Sense of humor.
- Excellent project and time management skills.
- Excellent written and verbal communications skills.
- Ability to multi-task and work under tight deadlines in fast-paced environment.
- Ability to provide excellent customer service and be a team player.
- Working knowledge of Microsoft Office Suite, Canva, Constant Contact, and social media platforms.

BENEFITS:

- Flexible schedule. Potential for continuation of internship into school year.
- Opportunity to meet community leaders.
- Really fun teammates.

Position open until filled. Please send cover letter, resume, and top 5 Clifton Strengths (if known) to Kelsey Doom at kelsey@brookingschamber.org.