PACK INTERNSHIP GRANT PROGRAM

Communications & Marketing Intern

The Chamber NV
449 S Virginia Street Suite 200
Reno, NV 89501

About The Chamber
The Chamber seeks to boost the success of local business, advance the region’s economy and develop community leaders. The Chamber is the resource for all things “business” serving as the hub to connect Chamber members with one another. The Chamber works in partnership with local, state, and federal government officials as well as other business organizations to shape policy that will ensure continued economic vitality.

About the Internship
The expectation of this internship is to provide support for the sales and marketing side of The Chamber NV. Areas of engagement will include the website, social media, design, surveys, etc. An ideal candidate would be self-motivated, organized and willing to learn.

Required Qualifications
- Proficient with Microsoft office programs including PowerPoint
- Experience in Publisher and other design programs
- Writing and proofreading skills

Preferred Qualifications
- Strong written skills, including proofreading
- Experience designing promotional materials
- Creativity
- Confidence
- Interest in Business

Internship Duties
- Writing/proofreading articles and press releases
- Designing marketing materials
- Updating and creating content for website and social media
- Attending meetings relevant to duties

$12/hour for 120 hours
Spring Semester 2016

Apply by November 6, 2015 at www.unr.edu/career