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
Expectation for intern is to provide support for communications and marketing efforts including website, marketing materials, events, social media etc. The ideal intern would be self-motivated, organized and creative. Currently The Chamber is developing new events and programs for 2015, which will require marketing support. During the interview process, we can talk more about the elements of the new events/programs to see which best fit your interest and skill set.

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
- Experience designing promotional materials
- Website knowledge

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

$12/hour for 120 hours
Spring Semester 2015
Apply by November 14, 2014 at www.unr.edu/career