**Dallas Regional Chamber Internship Program**

**Fall 2013 Semester**

The Dallas Regional Chamber (DRC) is recruiting interns to support the Communications, Education, Economic Development, Member Services, and Member Engagement departments. This internship program offers the opportunity to work with a diverse group of experienced staff members in a fast-paced, challenging environment. We are looking for hard-working, organized, dedicated individuals with a team player attitude and the desire to proactively take on responsibility throughout the duration of the program.

**Organization Profile**

Since 1909, the Dallas Regional Chamber is a non-profit membership organization committed to increasing economic prosperity and improving quality of life throughout the region. Its membership consists of approximately 2,100 businesses across twelve counties employing half a million individuals. The DRC is driven by a Board of Directors comprised of more than 100 business and community leaders, and supported by over 30 councils and committees made up of more than 600 volunteer leaders. The Chamber empowers members to build relationships, emerge as leaders and drive meaningful change which positively impacts the regional business community. We are deeply invested in strengthening the region and its vibrant business community.

**Internship Positions**

* **Communications Intern** – The role will entail a mix of public relations, marketing, social media and publications responsibilities.
* **Education Intern** – The role will include assisting with research, projects, events, and programs relating to education.
* **Economic Development Intern** – Primary responsibilities include, but are not limited to collection, analysis, and input of primary and secondary information pertinent to economic development.
* **Member Services Intern** – Interns will assist staff in identifying, researching and preparing proposals. Learning the benefits of membership and the mission, programs and goals of the organization are important in this role.
* **Member Engagement/Events Intern** – Interns will assist staff in planning and executing various programs and events, increasing awareness of events and sponsorship opportunities, and supporting the operations of the four leadership programs of the DRC.

**Program Description**

The internship program takes place at the DRC’s office located in downtown at 500 North Akard Street, Suite 2600, Dallas, Texas 75201. The program is *entirely voluntary* and there will be no compensation paid for interns.

The DRC is recruiting for the following type of internship position:

* Part-time, unpaid internship to work at the DRC office 10-20 hours per week during the fall 2013 semester (with an opportunity to fulfill internship hours for course credit during the fall semester if available).

The internship position start date begins September 2, 2013 and the end date is December 9, 2013.

**Internship Responsibilities**

**Communications Intern**

* Public Relations:
  + Drafting press releases
  + Creating media reports for various departments
  + Helping create media plans for specific events
  + Create blog content for our blog
* Marketing:
  + Aiding in the updating of the website
  + Supporting social media efforts
  + Assisting in email communications
* Publications:
  + Support in circulation efforts
  + Updating current editions for future printing

**Education Intern**

* Research
  + - * + Support staff to develop/update archiving system of departmental documents.
        + Conduct research on issues on the local, state and national level.
        + Update or develop PowerPoint presentations, fact sheets, invitations, etc. for various events and programs.
* Programs & Events
  + - * + Assisting at programs and events, including registering attendees as well as set-up and breakdown.
        + Organizing, gathering and creating various event related materials.
        + Editing or preliminary writing of newsletter articles or website content.
        + Phone and email follow-up with invited guests to meetings and events.
* Departmental Support
  + - * + Assist staff with follow-up, including phone calls and emails, for committee meetings, after-hours networking events, and various other events.
        + Completing administrative projects or clerical tasks as needed.

**Economic Development Intern**

* Economic Development
  + - * + Monitor and compile regional relocations & expansions
        + Support economic development staff in compiling data to assist companies with site selection decisions

* Research
  + - * + Assist with data collection based on national standards for Economic Development.
        + Assist with various Chamber publications including the Economic Development Guide.
        + Monitor and compile nationally recognized periodicals and publications for DFW accolades and rankings.
        + Assist in creating and updating DFW regional fact sheets highlighting key elements of the region

A major in economics, public administration, marketing research, political science or business is preferred. Basic knowledge of economic and demographic data, statistics, and research methods is also a plus.

**Member Services Intern**

* Membership Research
  + - * + Support membership staff to develop and update database of local businesses.
        + Conduct background research for membership related projects.
        + Update or develop PowerPoint presentations, fact sheets, invitations, etc. for various membership recruitment efforts and programs.
* Membership Programs
  + - * + Assisting at membership programs and events, including registering attendees as well as set-up and breakdown.
        + Organizing, gathering and creating various event related materials.
        + Editing or preliminary writing of correspondence, newsletter articles or website content.
        + Phone and email follow-up with invited guests to meetings and events.
* Member Services Departmental Support
  + - * + Assist staff with follow-up, including phone calls and emails, for committee meetings, after-hours networking events, and various other events.
        + Completing administrative projects or clerical tasks as needed.

**Member Engagement/Events Intern**

* Chamber, Young Professionals & Leadership Dallas Event & Program Management:
  + - * + Assisting at Chamber programs and events, including registering attendees as well as set-up and breakdown.
        + Organizing, gathering and creating various event related materials.
        + Editing or preliminary writing of newsletter articles or website content.
        + Work with vendors who provide event services to the Chamber.
* Member Engagement Departmental Support:

Assist staff with follow-up, including phone calls and emails, for meetings and events.

Assist staff in preparation of internal and external meetings.

Completing administrative projects or clerical tasks as needed.

**Characteristics of Ideal Candidates**

Ideal candidates will have a strong interest in an appropriately applicable field. Candidates should be detail-oriented, able to handle multiple projects, able to prioritize their time, and be comfortable working in a team environment. Extensive working knowledge of the Microsoft Office Suite and strong organizational skills are a must. Excellent oral and written communication skills are important due to the significant number of phone calls, emails, and projects interns will handle. Previous internship experience, especially in non-profit/association experience, is a plus.

Undergraduate students and graduate students may apply. Current students chosen for the intern positions may use the program to receive college credit hours if their college allows credit for such programs.

**Salary**

Unpaid with parking provided.

**Application Instructions**

If you are interested in applying for this volunteer internship opportunity, please submit cover letter, resume, and (if applicable) link to samples of work to Dexter Freeman, Internship Program Coordinator, at [dfreeman@dallaschamber.org](mailto:dfreeman@dallaschamber.org) with the subject heading “Intern Application.” Please be prepared to provide a writing sample upon request (where applicable). No phone calls please. The Dallas Regional Chamber is an equal opportunity employer.

**For additional information about the Dallas Regional Chamber, visit:**

Web: [www.dallaschamber.org](http://www.dallaschamber.org)

Facebook: <https://www.facebook.com/dallaschamber>

Twitter: <http://twitter.com/DRChamber>

YouTube: <http://www.youtube.com/DallasChamber>

Blog: <http://dallaschamberblog.org/>