**Dallas Regional Chamber Internship Program**

**Spring 2014 Semester**

The Dallas Regional Chamber (DRC) is recruiting interns to support the 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**

* **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, and assisting with programs 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.

**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 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.

**Check out the DRC Internship experience on YouTube!**

<http://youtu.be/xouvYE5zrNk>