



Communications Department Internship at the Tempe Chamber of Commerce

The Tempe Chamber of Commerce represents more than 1,000 member businesses that employ more than 74,000 people. Through regular events, meetings, workshops, seminars and political advocacy, we work with local and state government and civic organizations to create a positive economic climate for Tempe.

The Communications Department is seeking the ideal candidate to join our team. He or she will play an important role in assisting our department, gaining hands-on knowledge and experience while contributing in our mission to foster a dynamic business environment. The candidate will gain a thorough understanding of how the business community functions, the workings of local and state politics, and other elements of the Tempe Chamber of Commerce as you work to ensure that the day-to-day responsibilities of the Tempe Chamber are fulfilled.

Responsibilities and Duties:

- Assist with organizing a wide variety of Tempe Chamber events to gain a diverse and thorough knowledge of real-life, hands-on event planning.
- Engage with the business community at the direction of the Communications Department to create educational articles, website content and blog posts for a wide variety of publications, receiving full editorial credit for content created.
- Facilitate connections between membership and the media to assist in common communications goals.

Additionally, the candidate will be expected to complete the following important responsibilities on a daily basis:

- Greet visitors and guests and address their inquiries.
- Answer incoming telephone calls and direct them to the appropriate staff person.
- Answer and/or direct e-mail and fax inquiries.
- Use our database to refer members and channel incoming membership requests to the membership department.
- Maintain a front office presence and environment that reflects the professional, responsive nature of the Tempe Chamber.

Start time - Immediately

Hours – Flexible, although the ideal candidate is available Monday – Friday, 8:00 a.m. - 11:30 a.m. and 1:00 p.m. to 5:00 p.m.

The qualified candidate will be dependable, organized, friendly, professional and interested in gaining valuable experience and making life-long connections with a wide variety of individuals in the Valley's business community.

