

# We Are Hiring!

WHITE HOUSE  
AREA CHAMBER  
OF COMMERCE

## Summer Intern - Marketing, Customer Service & Events

### **DURATION: Summer (with potential extension through fall semester)**

We are seeking a motivated and creative individual to join our team as a Summer Intern focusing on Marketing and Special Events. This role will involve working closely with senior staff members to organize and execute community events, manage marketing campaigns, and represent the chamber at various functions.

### **KEY RESPONSIBILITIES:**

- Greet visitors to the chamber office, answer phones, assist with inquiries, and attend events on behalf of the chamber as a friendly and professional representative.
- Assist in planning, setup, and execution of community events organized by the chamber
- Contribute to the development and execution of marketing plans for events
- Create engaging content for social media platforms, including graphic design and copywriting
- Maintain and update event information on various online platforms

### **QUALIFICATIONS:**

- Currently enrolled in college (or a mature, highly motivated high school senior)
- Strong organizational and communication skills
- Ability to work independently and as part of a team
- Proficiency in Google Sheets and Canva
- Familiarity with social media platforms including Facebook and Instagram
- Willingness to attend events and interact with community members

### **BENEFITS:**

- Hands-on experience in marketing, event planning, and community engagement
- Opportunity to work closely with experienced professionals and business leaders
- Flexible schedule



### **HOW TO APPLY?**

Send your resume and cover letter to [mandy@whitehousechamber.org](mailto:mandy@whitehousechamber.org)

**Deadline: May 20, 2025 at 4 pm**

APPROX.  
20 HRS.  
PER WEEK WITH  
SOME WEEKENDS  
BASED ON  
EVENT  
SCHEDULE

**JOIN US THIS SUMMER AND BE A PART OF CREATING MEMORABLE EXPERIENCES FOR OUR COMMUNITY!**

*The White House Area Chamber of Commerce is an equal opportunity employer.*