



## Marketing/Events Internship

**Position:** Marketing/Events Internship opportunity with the Sacramento Hispanic Chamber of Commerce. Candidate must be able to work a minimum of 15 hours per week. ***This is an UNPAID internship.***

The Sacramento Hispanic Chamber of Commerce is a membership based organization seeking a Marketing/Events Intern to assist the Director of Marketing and Events with developing and implementing marketing campaigns. This position will also help to coordinate the different logistics and planning of Chamber's Signature and Networking events. This is an exciting opportunity to gain exposure and to network with community and businesses leaders in the Sacramento Region.

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### ESSENTIAL FUNCTIONS AND BASIC RESPONSIBILITIES

- Provide support to Director of Marketing and Events;
- Assisting with the development of event flyers, email outreach, and other marketing materials;
- Assist with developing and posting communication using social media including posting on Facebook, Twitter, LinkedIn, and weekly e-blast;
- Plan and implement all parameters of an event, from venue scouting and promotion to logistics, and operations supervision;
- Oversee the maintenance and daily operations of the Community Events Program; and
- Complete special projects and other assigned duties as needed.

### REQUIREMENTS

- Proficient in Microsoft Office applications (Excel, Word, Power Point, and Outlook). Experience on social media platforms, Constant Contact, and Photoshop is a plus;
  - Strong technical, organizational, and professional skills in addition to excellent written and verbal communications skills;
  - High level of attention to detail and seeing projects through to their completion;
  - High level of integrity, accuracy, enthusiasm, and confidentiality;
  - Position requires a minimum commitment of 15 hours per week; and
  - Attention to detail, ability to multi-task and work in a fast-paced environment, prioritize, and excellent communication skills are essential to this position.
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### To Apply

To apply, please email a resume and cover letter to: [info@sachcc.org](mailto:info@sachcc.org).

To find out more about the Hispanic Chamber, please visit [www.sachcc.org](http://www.sachcc.org).

For further information about internship and volunteer opportunities please contact Juan P. Garcia, Office Coordinator at 916.486.7700 or [Juan@sachcc.org](mailto:Juan@sachcc.org).

*The Mission of The Sacramento Hispanic Chamber of Commerce is to maximize members' business success through networking, advocacy and education. Founded in 1972, the chamber has worked diligently to promote business, industry, commerce and culture within the Sacramento region and to enhance relationships between Latino businesses and the community. Today, with a membership close to 600, the Chamber is still committed to the same goals set forth 40 years ago.*