



Membership/Public Relations Internship

Position: Membership/Public Relations 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 Membership/Public Relations Intern to assist the Director of Membership and Public Relations with maintaining exceptional relationships with members, prospective members, and the community at large. This is an exciting opportunity to gain exposure to and network with community and businesses leaders in the Sacramento Region.

ESSENTIAL FUNCTIONS AND BASIC RESPONSIBILITIES

- Provide support to membership Director by assisting with membership communications and membership database maintenance;
- Prepare membership box and materials for workshops, meetings, and events;
- Assist with membership renewals by making phone calls, sending emails, and keeping accurate logs and notes;
- Create outline for press releases, media alerts, and PSA's;
- Help develop and create PR plans for Chamber events;
- Develop list of members for RFPs/Bids;
- Build members' profiles to be featured in the Chamber's website and newsletter;
- Attend networking events, media segments and book talents for segments; and
- Complete special projects and other assigned duties as needed.

REQUIREMENTS

- Strong interpersonal skills: ability to interact with community leaders, members, and a wide range of individuals;
- Proficient in Microsoft Office applications (Excel, Word, Power Point, and Outlook). Experience on Constant Contact and social media platforms is a plus;
- Must be dependable, punctual, have an outgoing personality and a sense of humor;
- Strong technical, organizational, and professional skills in addition to excellent written and verbal communications skills;
- 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.

To Apply

To apply, please email a resume and cover letter to: info@sachcc.org.

To find out more about the Hispanic Chamber, please visit 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.

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.