

chamber RVA

SERVING THE RICHMOND REGION



ChamberRVA Marketing & Communications Fall 2017 Digital Marketing Internship

Duration: September – December 2017

About Internship:

ChamberRVA is seeking a creative student intern to join its Marketing team for the Fall 2017 semester. The primary function of this position will be to assist with the creation and management of digital newsletters. The ideal candidate will have a strong writing/copyediting background, experience using e-newsletter publishing tools such as Constant Contact or MailChimp, coding basic HTML and CSS or experience with WordPress, and graphic design experience.

This internship reports to the Executive Vice President, Chrystal Neal. It offers the intern a unique chance to not only hone their communication and technical skills, but also to help make a significant positive impact in the Richmond Region by helping promote the efforts of ChamberRVA's members as well marketing ChamberRVA programming and events that support those businesses.

Required Skills:

Strong writer with copyediting experience
WordPress experience or basic HTML and CSS coding abilities
Proficiency in Adobe Photoshop, Illustrator and/or InDesign
Strong attention to detail
Quick learner and eagerness to learn new skills
Must be able to make own travel arrangements to be onsite

Bonus Skills:

Experience designing newsletters in Constant Contact

Schedule & Hours:

This internship will begin in September 2017 or as soon thereafter as possible, and run through the fall until beginning to mid-December 2017. Each week the intern will be expected to be available and onsite for 10-20 hours a week, between normal business hours (9am – 5pm). The schedule can be flexible and does not need to be in continuous blocks of time.

Location

The location of this internship will be at ChamberRVA's offices located at 919 East Main Street, Ste. 1700, in downtown Richmond. Intern must be able to provide their own transportation.

Compensation

\$10 / hour

Interested in applying?

Please send a cover letter and resume to Chrystal Neal at chrystal.neal@chamberrva.com. Applications will only be considered from current students (undergraduate or post graduate). An offer is contingent on successful completion of a drug test.

About The Chamber

ChamberRVA is a not-for-profit business membership association. We are building a thriving business community by supporting the success of our members, providing a strong business voice and developing leaders and entrepreneurs. We aim to be the driver of a business community that is a transformational force in a region recognized as a magnet for talent, a hotbed for innovation and an exciting place to grow a business. Since 1867, ChamberRVA has taken the lead to enhance and institute change in the Richmond Region, making the region an ideal location for businesses to prosper.