**JOB DESCRIPTION – GRANT WRITING/MARKETING INTERN**

**Title:** Ottawa Chamber of Commerce Intern

**Supervisors:** John Coen, Paula Reeve, Sherri Lund

**Responsibilities:**

* Assist in developing non-dues revenue for the Chamber of Commerce including planning fundraising events and grant writing.
* Assist in developing marketing strategies for membership recruitment and retention including a new membership campaign.
* Assist with other tasks as assigned by the President/CEO of the Chamber of Commerce.

**Qualification:**

* Must be a self-starter and able to work well without constant direction.
* Strong oral and written communication skills.
* Strong organizational skills with an attention to detail.
* Strong computer skills
* Strong people skills including conversation skills

**Skills to be Developed:**

* Enhance written and oral communication skills
* Enhance people skills
* Learn about management of a large community organization using primarily volunteer workers.
* Foster a rapport with many local business leaders and entrepreneurs.

**Time Commitment:** Approximately 10 hours a week for a full semester (8 weeks)