

## **Dallas Regional Chamber Volunteer Intern Program Fall 2010 Semester**

The Dallas Regional Chamber is recruiting interns to support Chamber membership operations and recruitment efforts this fall. This internship program offers the opportunity to work with a diverse group of experienced membership and sales staff members in a fast-paced, challenging environment. We are looking for hard-working, organized, dedicated individuals with a team player attitude and the desire to proactively take on responsibility throughout the duration of the program.

### **Chamber Profile**

Since 1909, the Dallas Regional Chamber is a not for profit organization committed to the betterment of and providing a public service to our region. Its membership consists of approximately 3,000 businesses across twelve counties representing nearly 600,000 employees. The Chamber manages a wide variety of member engaging programs and events, is actively involved in public policy issues on the local, state, and national levels, is driven by a 70 member board of directors, and supported by several committees made up of more than 500 volunteer leaders. The Dallas Regional Chamber promotes prosperity through public policy, economic development and member engagement.

### **Volunteer Internship Description**

The internship program takes place at the Dallas Regional Chamber's office located in downtown at 700 North Pearl Street, Suite 1200, Dallas, Texas 75201. Chamber interns will work within the Membership Development department of the Chamber and will report to designated manager within the membership development. Chamber interns assist Chamber staff in identifying, researching and preparing proposals. Learning the benefits of membership and the mission, programs and goals of the Chamber are important in this role.

The internship program is entirely voluntary and there will be no compensation paid for interns.

The Chamber is recruiting for two types of internship positions:

- Part-time, unpaid internship to work at the Chamber office 20 hours per week during the Fall 2010 semester.
- Part-time, unpaid internship to work at the Chamber office 30-40 hours per week, for the purposes of fulfilling internship hours for course credit during the Fall 2010 semester.

The internship position start date begins upon immediate hire in August or early September and the end date is December 10, 2010. Interns are required to live in the Dallas area for the duration of the internship. Internship responsibilities include:

#### Membership Research

- Support membership staff to develop/update database of local businesses.
- Conduct background research for membership related projects.
- Update or develop PowerPoint presentations, fact sheets, invitations, etc. for various membership recruitment efforts and programs.

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### Membership Programs

- Assisting at membership programs and events, including registering attendees as well as set-up and breakdown.
- Organizing, gathering and creating various event related materials.
- Editing or preliminary writing of newsletter articles or website content.
- Design and coordinate promotional materials, including event flyers and programs.
- Phone and email follow-up with invited guests to meetings and events.

### Membership Departmental Support

- Assist staff with follow-up, including phone calls and emails, for committee meetings, after-hours networking events, and various other events.
- Assist staff in preparation of internal and external meetings.
- Completing administrative projects or clerical tasks as needed.

### **Characteristics of Ideal Candidates**

Ideal candidates will have a strong interest in business development and/or fundraising. Candidates should be detail-oriented, able to handle multiple projects, able to prioritize their time, and be comfortable working in a team environment. Extensive working knowledge of Microsoft Office Suite 2003 and 2007 and strong organizational skills are a must. Excellent oral and written communication skills are important due to the significant number of phone calls, emails, and projects interns will handle. Previous internship experience, especially in marketing or non-profit/association experience, is a plus.

Current college students in their junior or senior years and recent college graduates may apply. Current college students chosen for the intern positions may use the program to receive college credit hours if their college allows credit for such programs.

### **Application Instructions**

If you are interested in applying for this volunteer internship opportunity, please submit cover letter, resume and listing of three references to Kristine Mansour at [kmansour@dallaschamber.org](mailto:kmansour@dallaschamber.org) with the subject heading "Intern Application." Please be prepared to provide a writing sample request. No phone calls please. The Dallas Regional Chamber is an equal opportunity employer.

For additional information about the Dallas Regional Chamber, visit:

Web: [www.dallaschamber.org](http://www.dallaschamber.org)  
Facebook: search for Dallas Regional Chamber  
Twitter: <http://twitter.com/DRChamber>  
YouTube: <http://www.youtube.com/DallasChamber>  
Blog: <http://dallaschamberblog.org/>