

Department: Industry Clusters and International Economic Development

Location:

Dallas Regional Chamber Office
700 N. Pearl Street, Suite 1200
Dallas, TX 75201

Classification:

Part-time/Unpaid

Hours per week: Minimum 15

Scope:

Industry Clusters and International Economic Development Intern assists Chamber staff in planning and executing events and programs as well as research and information gathering responsibilities.

Commitment:

We require that the interns of our department assist at event's registration and help on marketing the event with phone calls, writing articles, and editing marketing materials. Also interns must develop/update database of local businesses, compile company contacts for local companies operating in key foreign markets to import into database and conduct background research for issues forums and related projects.

Skill Requirements:

- Interest in event management, marketing, and/or international business
- Strong interpersonal, oral and written communication skills.
- Excellent working knowledge of Microsoft Office Suite 2003 and 2007.
- Excellent organization, analysis and research ability.
- Advanced knowledge of computers, including database management and the Internet