

Ripon Chamber of Commerce Tourism & Events Intern

Organization: Ripon Area Chamber of Commerce

Reports To: Executive Director of the Ripon Area Chamber of Commerce.

Summary of Position: The Tourism & Event Intern will work with the Executive Director and Assistant in all aspects of Chamber events and tourism. This individual must be both detail-oriented and customer service focused.

Specific Role Responsibilities:

- Plan, coordinate, and execute elements in preparation for Septemberfest and Dickens including things like sponsorships, publicity, downtown business owner communication and more.
- Responsible for handling relocation and tourism packet requests- creating and assembling materials and mailing/emailing as necessary.
- Disbursement of tourism/member promotion materials - visitor guides, brochures, etc.
- Work with the director in creating social media content to share about tourism and events.
- Plan, coordinate, and execute elements of the App my community rollout along with other project based marketing initiatives.
- Assist in capturing and creating social media content.

Qualifications and Skill Requirements:

- Excellent verbal and communication skills
- Must be 18 years of age
- Knowledge of the community is a plus, volunteerism, and participation in community functions preferred
- Valid driver's license and ability to lift 30 pounds
- Present a professional and positive image to members and the greater community through appropriate appearance, demeanor, and comments.
- Strong organizational skills.
- Be able to work collaboratively and positively with others of diverse backgrounds, opinions, and needs.
- Computer literate and able to use software functions such as email, word processing, canva. Marketing and social media experience is a plus.

Timeline: 16 week internship (Mid May - Mid August)
Pay: \$12 an hour for 15 hours a week
Location: Chamber of Commerce, 401 Watson Street
Application Deadline: 4/15/23

Please send a cover letter, resume, references to mandy@ripon-wi.com.
Contact the Chamber of Commerce office with any questions. 920-748-6764

