

GRAND RAPIDS CHAMBER

Position: Talent Intern

Organization: Grand Rapids Chamber

Division: Talent

Time Requirements: Part time, 12 - 20 hours/week

Reports To: Mel Trombley

Location: Grand Rapids, MI

Salary: Unpaid Internship

Cycle: Summer

Start Date: Summer

POSITION'S PURPOSE

The talent intern will support the talent team with logistics, program organization and learn key components of successful leadership programming.

JOB RESPONSIBILITIES

- Data Input and Organization
- Application Processing
- Weblink Update
- Building Out Alumni Database
- Provide Strong Member Experience

SKILLS REQUIRED

- Professional Written/Verbal Communication
- Microsoft Suite
- Confidentiality
- Customer Service

WORKING CONDITIONS

General office environment with moderate lifting, standing (sometimes long term) and walking required. Normal business hours (8:30am to 5:00pm) plus scheduled early and late hours for programs, meetings and events as needed. The Chamber of Commerce is flexible and willing to work around student schedules.

EDUCATION

High School Completion

HOW TO APPLY

Interested applicants should send a resume and cover letter to: talent@grandrapids.org.

If you have any additional questions, please contact Mel Trombley at trombleym@grandrapids.org or 616.771.0300.