



Redwood Area Chamber & Tourism
Marketing & Community Development Intern Job Description

Reports to: Executive Director

Paid position \$12.50/hour, 20-30 hours/week from June to mid-late August.

Redwood Area Chamber & Tourism is a membership-based, private, non-profit organization that serves the interests of member businesses while providing community leadership to ensure the economic advancement of the Redwood Area. We specialize in ***“building business while building relationships.”***

www.redwoodfalls.org

All Chamber staff regularly:

- Interact with the community which may include answering phones, assisting walk-in customers (tourists and residents) with community information, directions, and more.
- Present a professional image of the Chamber and the Redwood Area by maintaining a positive attitude, keeping abreast of the Chamber’s and community’s activities, & supporting Chamber members.
- Assist with the set-up and tear-down of Chamber events, displays, and routine Office organizational and cleaning maintenance.

Essential Job Functions:

- Develop marketing, promotions, advertising and public relations to enhance the Chamber’s primary goals of Workforce and Community Development as determined by the Executive Board.
- Execute and assist with the development of Workforce & Community Development and Membership recommendations & initiatives established at chamber board-led June retreat.

Qualifications:

- Attributes: positive attitude, highly organized, ability to work independently, attention-to-detail, team player, friendly, task-oriented, fast learner, able to prioritize, community oriented, adaptable, able to manage time/multi-task.
- Excellent written and verbal communication.
- Marketing proficiency using social media platforms.
- Strong people skills and customer service experience.

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- Experience with Microsoft Office Suite: Word, Publisher, Outlook, Excel, and graphic design, specifically, Canva, preferred.
- Physical requirements may require sitting or standing for longer periods of time, lifting or moving boxes/supplies weighing more than 20 pounds.
- Must provide own transportation.
- Dress in a professional manner, appropriate for the weather and working conditions.

Additional Job Functions:

- Be a resource for Small Businesses: Assist with the renovation and facilitation of “Chamber 101”, an instructional session to lead members in maximizing their membership benefits.
- Work with the Board’s Communications Team to refine our brand, image and communications.
- Engage & Connect Small Businesses: Increase promotional marketing including member testimonials/videos. Work on a Lunch & Learn/Business Tour plan for 2023-24 year.
- Refine our Communications: Assist with new website platform transition. Create a New Member Documentation reporting form.
- Assist with Event Promotion/Facilitation: 2 July Golf Events, Fall Festival preparation, Ambassador Committee presentations and ribbon-cuttings.
- Support Chamber’s Workforce Development & Redwood Area Schools Partnership and research new programming options.
- Support Community Development and downtown revitalization efforts.
- All other duties as assigned by the Executive Director.

Relative Academic Areas for Intern preferred: Communications, Business, Marketing, Public Relations, Management, Entrepreneurship, or Community Development.

For more information and to apply please send a resume and cover letter to anne@redwoodfalls.org by March 31, 2023