

International & Technology Business Development Internship Program

Department: International & Technology Business Development
Location: Dallas Regional Chamber Office, 700 N. Pearl Street, Suite 1200, Dallas, TX 75201
Reporting to: Program Manager and Director, International or Technology Business Development
Classification: Part-time/Unpaid
Hours per week: Minimum 15

Scope: The International & Technology Business Development Intern assists Chamber staff in planning and executing events and programs that help promote DFW as an international and technology business center.

Duties:

Marketing and Event Responsibilities:

- Assisting at events, including registering attendees as well as setup 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.

Research and Information Gathering Responsibilities:

- Develop/update database of local businesses.
- Compile company contacts for local companies operating in key foreign markets to import into database.
- Conduct background research for issues forums and related projects.
- Update or develop PowerPoint presentations or fact sheets for various events.

Office Responsibilities:

- Assist staff with follow-up, including phone calls and emails, for committee meetings, after-hours networking events, international business delegations and various other events.
- Assist in logistical support of outbound trade and investment missions.
- Assist staff in preparation of internal and external meetings.
- Other duties as assigned.

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

Skill Preferences:

- Previous internship experience, especially event management, marketing or non-profit/association experience a plus.
- Working knowledge of Adobe Creative Suite or other graphic design programs a plus.
- Willingness to work with staff at after-hours events.

Please submit resume and cover letter to Kathryn McNeill at kmcneill@dallaschamber.org with the subject heading "Intern Application." Please be prepared to provide a writing sample and two professional/personal references upon request. No phone calls please.