

**JOB TITLE: INTERN**

**CLASSIFICATION: REGULAR, PART-TIME, HOURLY**  
**SALARY: UNPAID, 20+ HOURS PER WEEK, MINIMUM 12 WEEK**  
**COMMITMENT (FLEXIBLE HOURS AVAILABLE)**  
**START DATE: FLEXIBLE**  
**CLOSING DATE: CLOSES WHEN POSITION IS FILLED;**  
**APPLICATIONS ARE ACCEPTED ON AN ONGOING BASIS.**  
*APPLICATIONS WILL BE ACCEPTED ON AN ONGOING BASIS*

The Kent Chamber is a diverse network of businesses in Kent and the surrounding area. Our 450 member companies represent businesses of all types and sizes. The Chamber's central purpose is to create and protect a competitive advantage for Kent area businesses. The Events and Program team works to support the Chamber's vision of business leadership, business advocacy and business development.

Interns work under the direction of a regular Chamber staff member. Interns are unpaid and work a minimum of 20 hours a week, but not more than 30 hours.

**REQUIREMENTS**

- Strong desire to learn about the field of marketing events and program development
- Strong organizational skills
- Excellent oral and written communications skills
- Highly developed customer service attitude and skills
- Strong computer skills; MS Office and Outlook desired and html coding a plus
- Flexible schedule