CSUS Internship Opportunity
Department of Communication Studies and Journalism
California State University, Sacramento

Name of Organization: Sacramento Metro Chamber of Commerce

Description of Organization:

Non-profit entity serving as the voice of the business community and the Sacramento region by working to assure that the region has the elements necessary to develop as a center of business and commerce.

Internship type (mark all that apply):

PR	✓	Journalism	✓	Intercultural		Interpersonal	✓
Organizational	✓	Media	✓	Media Production	✓		

Semesters/Dates Internships Available: **Fall** ✓ **Spring** ✓ **Summer** ✓ **Other**

Detail of Activities/Duties/Responsibilities/Opportunities:

The Intern will primarily provide support to the Marketing and Communications Department but could also be asked to support various Departments to include: Membership, Policy, Programs & Events and the Chamber at-large in routine tasks and projects on a part-time basis.

Intern Background Necessary:

Familiarity with Microsoft Office, Adobe Creative Suite, social media platforms and ability to draft content and report analytics/trends; strong writing and editing skills to assist with overall communications; managing, editing and designing websites; proficient in proofing and editing; maintain media clips, list and logs of media activities, identify media opportunities and craft pitches to actively pursue, develop marketing timelines for Chamber events and programs.

Intern Background Desirable:

Materials Needed for the Interview:

Resume

Weekly Hours Required:	**Total Number of Hours Per Semester**

Flexible or Fixed Schedule? **Flexible X** **Fixed**

If Fixed, days and times	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**	**Sunday**

Paid Position? Yes No X **Wages** (if applicable): $ per **Paid Expenses?** Yes X No

Number of Interns Requested: **Are applicants accepted on an ongoing basis?** Yes X No

If no, what is the deadline?

Organization name & address: Sacramento Metro Chamber, 1 Capitol Mall, Ste 300, Sacramento CA	
Name & title of contact person: John Jacobs	
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