



Title: City Fellows Intern
Location: Chicago, IL (Neighborhood: Edgewater)

About the Edgewater Chamber of Commerce:

The Edgewater Chamber of Commerce serves the community of Edgewater on Chicago's North Side and is easily accessible by public transportation.

The Chamber provides networking, educational, marketing, and advocacy programs to help strengthen existing businesses and generate foot traffic within Edgewater's commercial districts. We are focused on connecting businesses with each other and with resources available to help them succeed in their businesses.

Internship duties include but are not limited to:

- Assisting with Chamber with summer events such as the farmers market, Edgewater Night Out, and EdgeFest
- Updating and developing content for the Chamber website, social media pages and online community calendar
- Creating the Friday e-newsletter
- Creating marketing graphics for events and promotions

Qualified applicants should possess:

- Professionalism
- Positive attitude
- Strong written and verbal communication skills
- Strong teamwork and relationship management skills
- Strong time-management skills
- Attention to detail

Job Functions:

Administrative/Support Services, Business Development, Community Service, Creative/Design/Multimedia, Customer Service, Data Entry, Database Management, Economic/Community Development, Event Planning, Fundraising/Development, Marketing, Web Design, Web Development

Position is 40 hours/week, working from the Edgewater Chamber of Commerce office.

Dates of Commitment: June 3 - July 26

City Fellows Stipend: \$2,500- awarded by Chicago Semester