



Marketing and Communications Internship

Would you like to build your writing and communications portfolio while promoting one of Chicago's most vibrant and exciting neighborhoods? The Lincoln Park Chamber of Commerce (LPCC) seeks an enthusiastic Marketing and Communications Intern to help promote Lincoln Park and its members. This position reports to the Director of Marketing and Communications and works closely with other LPCC staff, local businesses, and partner organizations.

Responsibilities:

- Draft and create content for newsletters, website, press releases and media alerts
- Research and update online event calendars
- Promote Lincoln Park to concierges, cultural institutions and neighborhood destinations
- Attend Chamber events when available and assist as needed
- Conduct research for special projects
- Research latest content marketing trends and develop strategic suggestions to improve external communications
- Use analytics to collect data and access trends

Qualifications:

- Recent graduate or student pursuing an undergraduate or graduate degree, preferably in one of the following fields: communications, marketing, public relations
- Exceptional attention to detail and strong writing and verbal communications skills
- Demonstrated research and data analysis skills
- Solid organizational skills, including the ability to work on multiple simultaneous projects, prioritize tasks, and meet deadlines
- Experience with Microsoft Office Suite and a quick learner of new software
- Ability to work independently as well as part of a small, entrepreneurial team
- Enthusiasm for the mission of LPCC and a positive attitude
- Familiarity with Lincoln Park a plus

Terms of the Internship:

The internship is a part-time position of 10-20 hours per week (depending on availability and interest) with at least 4-8 hours per week in the LPCC office (between 9:00 a.m. and 5:00 p.m. Monday-Friday) and includes occasional evening and possible weekend events and meetings.

A \$500 stipend is paid at the completion of the internship. The intern must provide his or her own computer and transportation.

Benefits:

The LPCC will provide letters of recommendation and professional connections contingent on a positive internship experience. The intern will be encouraged to attend applicable LPCC events, meetings, trainings, etc.

To apply for this position, please submit your resume and a cover letter to Robin Hammond, Director of Marketing & Communications at robin@lincolnparkchamber.com. No phone calls, please.

About the Lincoln Park Chamber of Commerce:

The Lincoln Park Chamber of Commerce (LPCC) supports and celebrates Chicago's historic Lincoln Park neighborhood, helping to make it a thriving destination to live, work and play. Since 1947, the LPCC has assisted businesses with gaining exposure, finding new customers, creating new partnerships and staying knowledgeable about issues and challenges affecting their business. By offering resources, referrals and community events, the LPCC is a useful tool and guide for the entire Lincoln Park community. The LPCC is invested in the future of Lincoln Park and a champion for its growth and success. For more information on upcoming events, neighborhood news or how to get involved in the Lincoln Park community, visit lincolnparkchamber.com.