

Indiana Chamber of Commerce

JOB DESCRIPTION

Department: Indiana INTERNnet (the statewide resource for internship opportunities managed by the Indiana Chamber)

Position Title: Programs Assistant

Reports To: Executive Director, Indiana INTERNnet

Exempt/Non-Exempt: Exempt Non-Exempt (OT Eligible)



Summary:

This position will contribute to communications, special events and outreach efforts, and provide web site and administrative support for Indiana INTERNnet.

Primary Duties and Responsibilities:

- Produce communications for Indiana INTERNnet
 - Contribute Indiana INTERNnet's social media accounts (Facebook, Twitter, YouTube, Pinterest, Instagram)
 - Produce and collect regular blog posts
 - Create and update communications and marketing materials, as needed
- Execute annual IMPACT Awards Luncheon
 - Oversee nominations process
 - Coordinate with keynote speaker and other speakers
 - Serve as liaison to event venue and caterer
 - Oversee theme development and décor
 - Manage registrations and billing
 - Assist with sponsor recruitment
 - Manage event communications and logistics; assist with budget
- Manage Indiana INTERNnet's special events, including but not limited to intern engagement and networking events
- Serve as liaison to the board of directors and committees
 - Prepare details for meetings (location, food, materials, technology/equipment) and communicate with members about logistics
 - Attend meetings to record minutes and follow up
 - Maintain board document repository and organizational records
 - Continue growing Employer Advisory Committee engagement
- Provide administrative support for Executive Director, including but not limited to arranging travel and appointments, maintaining contact lists, managing database, ordering supplies, copying, collating, mailing and filing

Secondary Duties and Responsibilities:

- Assist with Indiana Chamber activities, as assigned by Executive Director
- Indiana INTERNnet career fair and exhibit backup
- Front desk rotation
- Other duties/projects as assigned and as deemed necessary by supervisor

Job Requirements:

- Undergraduate degree in marketing, communications, journalism, nonprofit management or related field
- One to two years of related experience
- Excellent organizational and interpersonal skills

- Excellent written and verbal communication skills
- High proficiency utilizing social media and storytelling in marketing applications
- Experience with web site development and maintenance helpful
- Meeting and event planning experience a plus
- Knowledge of workforce development and experiential learning opportunities a plus
- Strong computer programs skills including Outlook, Word, Excel and PowerPoint
- Motivated self-starter able to work independently to complete tasks
- Professional, trustworthy attitude

Direct Reports:

Incumbent has no direct reports.

Personal Work Relationships:

Ability to work well with others and within a team – both internally and externally. Position requires work with all other areas of the Indiana Chamber.

Physical Effort:

Office environment, standing, sitting, walking, lifting up to 50 lbs., speaking, hearing and manual dexterity.