

Greater Wilkes-Barre Chamber Internships

Some Internship Opportunities Available Immediately.

The Greater Wilkes-Barre Chamber represents hundreds of businesses and organizations, focused on helping our members grow and succeed in Northeastern Pennsylvania, fosters economic development and entrepreneurship, drives collaboration and cooperation, and provides opportunities for leadership development.

Digital and Online Marketing Intern

Works with the Chamber's Digital Brand Management team to enhance the Chamber's marketing presence including social media campaigns, e-mail marketing, website development, information accuracy, videos, and resource research/creation/development. A strong understanding of marketing and communications is necessary. A writing sample and portfolio are strongly encouraged. **A writing portfolio and blog post/writing sample is required.**

Communication and Public Relations Intern

Works with the Chamber's Marketing Team to develop effective member and public communications including press releases, social media posts, blog posts, fundraising appeals, interviews, editorials, marketing materials, etc. A writing sample, interview and portfolio are strongly encouraged. Strong background in organizational communication is also suggested. **Press release writing sample is required.**

Membership Services Intern

Works with Membership Relationship Manager to ensure proper membership engagement. Responsibilities will include membership calls, business research, member visits, etc. Excellent communication skills and a strong understanding of project management is required. Must enjoy talking on the phone and meeting in person. Position is best for those with an interest in sales and marketing.

Economic and Entrepreneurship Development Intern

Works with the Vice President of Economic Development to create and execute strategies to attract, encourage, and drive entrepreneurship and economic development (job creation, company placement and recruitment, etc.) in Greater Wilkes-Barre. Strong evidence of organizational leadership, community service, and business strategy are encouraged.

Grant Services Intern

Works with the Chamber staff to research and write government, foundation, and private grants, monitor compliance with grant terms and conditions. Significant experience in research, data analysis, professional writing, and written communication skills is required.

Events Intern

Works with the Chamber staff to plan, manage, and execute events – from committee meetings to 50-person lunches, to 500-person dinners. Intern must have excellent verbal and written communication skills, an impeccable attention to detail, and ability to think on his or her feet and make logical, well considered decisions quickly and confidently. The intern should have a strong background in Microsoft Office and event planning.

Program Intern

Intern will help the Chamber Programs manager coordinate programs such as the Small Business Network, Young Professionals Network, Women's Network, Chamber Ambassadors (volunteer 'street team'), Networking Mixers and Events, Awards programs, etc. Intern must be outgoing, well-spoken, and possess superior professional writing skills.

Special Event Intern

Intern will assist with events (depending on needs and time of year) such as Chamber's annual dinner from coordinating logistics, managing program, communicating with the committee, assisting and proofing content and materials, project management, etc. Excellent communication skills and a strong understanding of project management is required.

Data Services Intern

Works with Chamber staff to ensure the highest quality of data and information is recorded about members, member services, prospects, and community partners. Works to generate reports and manipulate data to convert lines and lines of data into reports that all staff and board members can understand. Strong experience in data analysis and reporting is required. Excellent skills in statistics and data analysis is a plus. Must be able to use Excel formulas with ease.

Administrative Intern

Works with the Administrative Chamber staff to help plan, prep, and execute meetings. Intern must have excellent verbal and written communication skills and an impeccable attention to detail. The intern should have a strong background in Microsoft Office

HOW TO APPLY:

Send your resume, cover letter, portfolio, and any writing samples to:

internships@wilkes-barre.org (preferred)

or to

Greater Wilkes-Barre Chamber Special Projects; Attn: John Dawe, CFRE; Two Public Square;
Wilkes-Barre, PA 18701; Phone: 570-823-2101 ext. 741 | Direct Fax: 570-300-2124 | Cell: 570-237-6048

MANY INTERNSHIPS ARE FOR CREDIT ONLY, HOWEVER SOME INTERNSHIPS MAY HAVE A STIPEND DEPENDING ON THE INTERN'S AVAILABILITY, PERFORMANCE, AND PRACTICE AREA.

**SUMMER INTERNSHIPS ARE ONLY AVAILABLE ON A FULL TIME BASIS.
SPRING/FALL INTERNSHIPS ARE AVAILABLE ON A FULL OR PART TIME BASIS.**

INTERNS ARE REQUIRED TO COMPLETE BOTH AN EXPERIENTIAL/HANDS-ON PROJECT, COMPLETE REGULAR ASSIGNMENTS AS PART OF THE INTERNSHIP PROGRAM (SUCH AS WRITING BLOG POSTS), AND ENSURE ALL ACADEMIC CRITERIA (TIME SHEETS, JOURNAL LOGS, ETC.) ARE MET.

Generally, internships must be done for credit. In rare instances, interns who wish to undertake the experience of an internship but do not have the ability to do so for credit must still complete all requirements as if the internship was being taken for credit at his or her academic institution.

The Chamber's Extracurricular Intern Experience

The Chamber leverages its position in the community to open doors for our interns!

Interns at The Chamber are invited to participate in bi-weekly extracurricular experiences which have included attending a live broadcast, roundtable discussions, backstage tours at major performing venues, walking tours of the area, VIP attendance at a WBS Penguins Game, VIP attendance at the SWB RailRiders games, attendance at major events and programs, one-on-one discussions with the College/University Presidents, and one-on-one mentoring with community leaders in the intern's field.