



## **JOB DESCRIPTION**

### **Napanee & District Chamber of Commerce | Job Title: Summer Intern**

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The Napanee & District Chamber of Commerce is currently looking for a Summer Intern that will help to enhance the Chamber's image. This position would work directly with the Business Manager.

#### **Primary Role**

The Summer Intern will help plan, market and implement member programs and events including business seminars and fundraising events. They will work closely with the community at large, dealing with a variety of partners, business owners, and management.

#### **Skills required**

The Summer Intern will build upon their existing experience and skills and will further develop and enhance the following:

- Outstanding customer service skills
- Teamwork and interpersonal skills
- Time and project management skills
- Public speaking skills
- Organization, facilitation, and analytical skills
- Leadership skills
- Flexibility and ability to embrace change and adapt quickly

Some evening and weekend work required periodically. The student must be returning to school on a full time basis during the next academic year.

#### **To Apply**

Please email resume and cover letter to [napaneechamber@bellnet.ca](mailto:napaneechamber@bellnet.ca) with Summer Intern in the subject line, or deliver in person to the Business Centre, 47 Dundas St. Napanee, attention: Megan Smith, by Wednesday, May 17.