

## **Business & Diversity Councils Internship Job Description**

The Greater Lehigh Valley Chamber of Commerce is looking for outgoing, upbeat, and fun-loving interns who are interested in management, marketing, event planning, and/or communications.

The Business and Diversity Councils Intern would assist in managing the African American Business Leaders Councils, Hispanic Chamber of Commerce, LGBTQ Business Council, Small Business Council, Women's Business Council, and Young Professionals Council within the Greater Lehigh Valley Chamber of Commerce based in Allentown.

They will provide administrative support with the following tasks:

- Event registrations
- Meeting minutes
- PowerPoint presentations
- Press releases
- Data input using excel
- Creation and distribution of marketing materials
- Social media (Facebook, twitter, instagram, linkedin, e-mail blasts)
- Creation of monthly newsletters
- Planning/brainstorming for events
- Management of events (day of)
- Have a strong computer background, including the use of Office and the willingness/adaptability to learn new programs.
- Must have a driver's license and own transportation.
- Willingness/adaptability to learn new programs and have new experiences.

*The Greater Lehigh Valley Chamber of Commerce's mission is to improve the economy and quality of life in the Lehigh Valley Metropolitan Area. With nearly 6,000 members who employ more than 200,000, the Chamber is the largest in Pennsylvania and New Jersey, and in the top ten nationwide.*

**Azalea Chacon** | Coordinator, Business and Diversity Councils | Greater Lehigh Valley Chamber of Commerce  
| Phone: 610-547-8970 | Email: [AzaleaC@lehighvalleychamber.org](mailto:AzaleaC@lehighvalleychamber.org) | [www.LehighValleyChamber.org](http://www.LehighValleyChamber.org)  
I'm in our Allentown Office | 840 Hamilton Street, Suite 205 | Allentown, PA 18101

### THE GREATER LEHIGH VALLEY CHAMBER OF COMMERCE

OFFICES IN ALLENTOWN, BETHLEHEM, EASTON, EMMAUS, LEHIGHTON, NAZARETH & PHILLIPSBURG

Located at 840 Hamilton Street, Suite 205, Allentown, 18101 | One East Broad Street, Suite 560, Bethlehem, 18018

158 A Northampton Street, Easton, 18042 | 191 Main Street, Suite 101, Emmaus, PA 1804 | 137 South Street, Lehigh, PA 18235

18 S. Main Street, Nazareth, 18064 | 314 S. Main Street, Phillipsburg, NJ 08865 | CareerLink Building, 555 Union Boulevard, Allentown, PA 18109

[www.lehighvalleychamber.org](http://www.lehighvalleychamber.org) MAIN PHONE: 610-841-5800 MAIN FAX: 610-437-4907