

## Sublette County Chamber of Commerce

### *Duties and Expectations*

Intern Description: Sublette County Chamber of Commerce is a membership-based organization. We believe that the long term economic vitality of a community is driven by successful businesses.

- Interest in business and or journalism is preferred
- Assist with event planning and implementation for Green River Rendezvous.
- General responsibilities include assisting with business highlight interviews and social media
- Position requires good communications skills, ability to perform multiple tasks, strong computer skills, and willingness to learn.
- Must be personable and able to communicate well and show maturity in dealing with members and co-workers

### General Skills Required:

- Team Player
- Good Communication and Writing Skills
- Detail Oriented
- Knowledgeable of various forms of social media

Flexible Schedule with importance of being available July 11-15