

Chamber Summer Intern Proposal

Submitted By:

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This proposal outlines a plan to recruit a part-time, unpaid summer intern to provide administrative and event coordination support to the Chamber during the summer months. The internship will help increase operational capacity while offering a valuable professional experience to a local student.

Overview

To help ensure smooth operations and continued high-quality service to our members, I propose bringing on a **part-time, unpaid summer intern** to assist primarily with administrative support and event logistics.

Internship Purpose and Structure

This internship would offer a valuable learning experience for a student interested in nonprofit management, community engagement, or administrative operations. The intern would work **5–10 hours per week** from **June through August**, primarily assisting the Executive Director with day-to-day tasks and event-related support.

This position is ideal for a high school senior, college student, or recent graduate looking to gain experience in a professional, community-oriented setting.

Key Responsibilities

Administrative Support (80%)

- Assist with Chamber office organization and filing (both digital and physical)
- Support data entry and updates to member database
- Help prepare materials for meetings and events
- Organize and restock promotional materials and brochures
- Manage incoming mail
- Assist with newsletter assembly and mailings

Event Coordination Support (20%)

- Assist with pre-event planning and checklists (vendor outreach, material prep)
 - Help with on-site event setup and teardown
 - Support registration check-in and vendor logistics at events like *Made in Mitch Co.*
 - Capture photos or gather feedback during events
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Internship Timeline & Commitment

- **Duration:** Early June – Mid/Late August
 - **Hours:** 5–10 hours per week (flexible based on intern availability and event schedule)
 - **Compensation:** Unpaid; internship may be eligible for community service hours, school credit, or resume experience
 - **Work Environment:** Mix of in-office and on-site event support
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Value to the Chamber

- Increased capacity for Chamber efficiency
 - Additional hands-on support during event weeks
 - Opportunity to develop local talent and introduce students to civic engagement
 - Helps ensure the Executive Director can focus on high-level initiatives and member relationships
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Next Steps

1. Board approval to move forward with internship outreach
2. Draft and post internship description through local schools and social channels
3. Interview and select an intern by early June

