



---

JACKSON HOLE  
**CHAMBER**  
OF COMMERCE

---

RIDE FOR THE BRAND

---

Summer 2019 Job Description

---

**Position Description:** Summer Intern

**Duration:** May, June, July 2019

**Reports to:** Riley Frances Boone, Operations Manager/ Cecilie Davila, Communications Manager

**Basic Function:** To assist staff of the Jackson Hole Chamber of Commerce in the overall vision of the business: to champion the interests of local businesses, enhance their prosperity, and strengthen the overall economic climate of Teton County.

**Principal Responsibilities:**

- Assist Operations Manager in daily operations including but no limited to coordination with other department needs, Board of Directors meeting preparation, Executive Committee meeting preparation, Visitor Services outreach, Economic Dashboard research etc.
- Assist Operations Manager and Membership Manager with outreach, input and retention for business membership of over 900 members
- Assit Communications Manager with Humans of Jackson Hole initiative, a program spotlighting individuals in the business community

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job description.

This is an unpaid internship position. We are unable to supply housing, but will work with the right candidate to find housing if need be.

