Greater Seattle Chamber of Commerce, the largest and most diverse network of influential business leaders in the Puget Sound region, is currently seeking candidates for a 3-to-6-month paid social media/communications and web internship. This is a part-time position (approximately 20 hours per week).

The social media/communications and web intern reports to the Communications team.

Position Responsibilities

- Importing/entering/formatting entries for the Chamber’s business promotion site, [www.itstimeforbusiness.com](http://www.itstimeforbusiness.com), Working closely with communications, membership and small business teams to enhance site features and drive traffic.
- Helping to promote [www.itstimeforbusiness.com](http://www.itstimeforbusiness.com) entries on the Chamber’s Facebook and Twitter and other social media pages.
- Using CS3/Photoshop to crop and resize photos for the web.
- Monitoring social media sites and assisting with tracking reports.
- Compiling various media to help with Chamber outreach including:
  - eBlasts
  - compiling and updating Twitter and other media lists
  - assisting with Chamber website redesign
- Performing other administrative and communication duties as assigned.

Qualifications

- Pursuing or have recently secured a degree in marketing, communications, public relations or other related field
- Familiarity with Microsoft Outlook and Office software
- Dependable schedule
- A sincere interest in the internet, blogs and social networking
- Experience with Word Press sites and administration
- Basic knowledge of SEO and keyword search
- Basic Photoshop skills
- HTML coding knowledge and interest
- Attention to detail and established formatting standards
- Writing skills and a discerning eye for punctuation and grammar
- Video production and editing skills desirable, but not required
Submit a letter of interest, resume and three URLs/samples of related work to:

**Mail:** Social Media/Communications and Web Intern  
Greater Seattle Chamber of Commerce  
1301 5th Ave, Suite 2500  
Seattle, WA 98101

**Fax:** (206) 389-7288

**Email:** Word document or PDF attachments only  
Please include Social Media/Communications and Web Intern in the heading  
Send to jobs@seattlechamber.com

*The Chamber is an equal opportunity employer*