



JACKSON HOLE
CHAMBER
OF COMMERCE

RIDE FOR THE BRAND

Summer 2022 Job Description

Position Description: Summer Intern

Duration: May, June, July 2022

Reports to: Riley Frances Boone, Operations Manager/ Britney Magleby, Director of Events

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 a paid internship position. We unfortunately are unable to supply housing.

