



Austin Chamber of Commerce Education & Talent Development Intern Position Description

The Austin Chamber of Commerce is the preeminent business organization in Central Texas, with more than 2,500 business members in five counties. Serving as a conduit between the business community and local elected officials, the Chamber's public policy initiatives strive to foster a business climate conducive to retaining and recruiting businesses that fully utilize the region's *Human Capital*.

Summary of Functions

Responsible for learning and carrying out a variety of tasks to assist the Education and Talent Development department of the Austin Chamber, including research, data input, preparing reports and other materials for operational task forces and key annual events, assist in special events planning and preparation. Will assist with other duties as assigned.

Examples of Work Performed

- Perform research and literature reviews
- Compose documents and policy briefs
- Assist in preparation of Chamber Inter-city Visit manual, Education Progress Reports and other Chamber publications
- Support logistics planning for meetings, special events, set-up/registration and materials
- Interaction with business volunteers, staff of elected officials, educators, Chamber members, and other professionals
- Draft summary notes for meetings attended
- Maintain databases

Qualifications Requirements

College/university student with major or concentration in political science, policy, government relations, business, administration, education, English, or other related areas of study.

Knowledge, Skills and Abilities

- Excellent computer skills, including Microsoft Office
- Strong reading, writing, communication skills
- Critical thinking
- Problem-solving
- Ability to work independently and in team atmosphere

Time commitment

- Request minimum of 15 hours/week per semester. Flexible.

Contact

Send resume to Drew Scheberle, Senior Vice President of Education & Talent Development at dscheberle@austinchamber.com. For more info, please send email or call 512.322.5628.