

BUSINESS INTERN

Chamber of Commerce
COQUITLAM | PORT COQUITLAM | PORT MOODY



Tri-Cities

The Tri-Cities Chamber of Commerce, serving Coquitlam, Port Coquitlam and Port Moody, has a Business Advisor position for the summer available.

Length: Up to 16 Weeks

Reports to: Chief Executive Officer

Location: Tri-Cities Chamber of Commerce Office
#205 - 2773 Barnet Hwy, Coquitlam V3B 1C2

Responsibilities

The responsibilities include but are not limited to:

- Assisting members and local businesses.
- Assisting in planning and delivering the Tri-Local program (Shop Local)
- Assisting in creating graphics and communications for Tri-Local including profiles on local businesses.
- Producing videos for Tri-Local.
- Producing marketing collateral for Tri-Local.
- Support with miscellaneous administrative tasks including database updates, email bounceback clean up, and member updates.

Qualifications

The successful candidate must:

- Be between 15 and 30 years of age
- Be legally entitled to work in Canada
- Be detail-oriented and have high standards of quality
- Have strong communication skills
- Have strong interpersonal skills both in person and by phone
- Possess strong organizational skills; i.e. develop files and maintain current information on computer and in hard copy
- Be proficient in Microsoft Word, Excel, PowerPoint, and gSuite
- Experience with video production an asset

This position is partially funded by the Summer Jobs Canada Program.

Deadline for applications is Wednesday, May 5.

Please send resume and cover letter to stephanie@tricityschamber.com

Visit us at www.tricityschamber.com