



Internship Opportunity

Business/Organization	Location
Greater Haverhill Chamber of Commerce	Haverhill, MA
Established in 1888, the Greater Haverhill Chamber of Commerce is the voice of business and the heart of 14 communities in Massachusetts and New Hampshire. We create and foster a prosperous business environment and support the growth and profitability of our members. We provide the resources, advocacy, information, networking and marketing opportunities for our members' success.	

Pathway(s)	Business/Accounting
Objectives	<p>Daily as needed:</p> <ul style="list-style-type: none">• Upload photos to website and social media• Check/assemble membership packets• Answer phones• Certificates of Origin (certification service for companies that send products overseas)• Check and fill copier paper• Check and fill coffee station• Check and straighten public areas• Recycling (Thursdays) <p>Other duties as needed:</p> <ul style="list-style-type: none">• Event prep/assistance• Check supply closet/order supplies• Thank you certificates/letters• Work on directory• Make calls as needed (membership, sponsorship, etc.)• Mailing and newsletter collation• Meeting room setup/cleanup• Shredding• Clean/purge basement
Expectations	<ul style="list-style-type: none">• Strong interpersonal skills• Reliability and time management skills• Dress appropriately

Additional Information
For more information, visit our website at: http://haverhillchamber.com/