



Events & Marketing Coordinator (Internship)

Who We Are:

The Fredericksburg Regional Chamber is the hub of business in the fastest growing region in the Commonwealth. The FXBG Chamber is a 501c6 with a 501c3 entity, Workforce NOW.

Mission: We build relationships and create competitive advantages for a healthy business environment. We do this through leadership, access, advocacy, and connections.

Vision: Our vision is to be the leading convener for the business community, assuring that the Fredericksburg region is a major economic center in the Commonwealth of Virginia.

The Opportunity

The Fredericksburg Regional Chamber of Commerce is seeking a highly motivated Federal Work-Study funded Intern to provide support to our Event Coordination and Marketing teams. The ideal candidate will be responsible for assisting in the daily operations of the organization, including coordinating, and executing events, managing systems, member communication, and performing administrative tasks.

Responsibilities:

Admin:

- Provide administrative support, including scheduling meetings, and managing calendars.
- Maintain and organize files and records, both physical and digital, ensuring they are accurate, up-to-date, and easily accessible.
- Perform administrative duties such as data entry, filing, and answering phones.

Marketing:

- Assist with marketing efforts, including creating social media content and managing social media accounts.
- Conduct research on industry trends, best practices, and competitor analysis.
- Collaborate with marketing and communications teams to develop event marketing strategies.
- Coordinate with cross-functional teams to ensure consistent messaging and branding across all communication channels.

Events:

- Assist with coordination of events, including venue selection, vendor management, catering, audio-visual requirements, and event logistics.
- Develop and maintain relationships with vendors and partners to ensure the success of events.
- Develop event agendas and oversee event timelines.
- Oversee event registration and attendee management.

- Provide on-site event management and support, including setup, execution, and teardown.
- Conduct post-event evaluations and provide recommendations for future improvements.

Qualifications:

- Current College Student seeking a degree in business administration, marketing, communications, or related field.
- Strong organizational and time-management skills with the ability to multitask.
- Excellent written and verbal communication skills
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Office Suite, including Word, Excel, and PowerPoint
- Knowledge of social media platforms and marketing techniques

Compensation:

Compensation for this position is determined by various factors, including but not limited to the candidate's particular combination of knowledge, skills, competencies, and experience. The pay is \$16.00 per hour. This paid internship is part of the Federal Work-Study program at Germanna Community College. The Intern will have the opportunity to gain hands-on experience in event planning, marketing, and administration while working closely with experienced professionals in the field. This opportunity may be eligible for BUS 290, SDV290 or other academic credit for eligible students.

How to Apply

Submit your resume, a cover letter and at least 2 Letters of Reference

To Gretchen Rusden, Marketing & Communications Manager
Marketing@FXBGCHAMBER.ORG