



ADVOCACY INTERN

LA CROSSE AREA CHAMBER OF COMMERCE

DESCRIPTION

The La Crosse Area Chamber of Commerce seeks a dynamic addition to their team to assist in business advocacy efforts. This unique opportunity to work for a business membership association provides hands-on experience in a professional work environment.

RESPONSIBILITIES

- Assist with volunteer management of the Advocacy Committee, to include:
 - Outreach efforts
 - Scheduling of speakers for advocacy and special events
 - Develop agenda for monthly meetings
 - Attend, take minutes, delegate, and manage action items resulting from the monthly meetings
- Manage special advocacy initiatives
- Assist with planning and logistics of the Chamber's advocacy events
- Survey business members on key issues and assess results
- Research and stay informed on local, state, and regional issues impacting businesses
- Work with marketing team to develop event descriptions and other promotional needs for advocacy events or initiatives.

QUALIFICATIONS

- Strong written and verbal communication skills
- Strong organizational skills resulting in the ability to prioritize multiple projects and meet multiple deadlines.
- Excellent attention to detail
- Proficiency in Microsoft Office and the Google Suite
- Interest in local advocacy and policy issues
- Self-motivated problem solver
- Team player

HOURS

10 hours a week, flexible, with opportunity for more based on need. This is a paid position.

TO APPLY

Please submit a resume and cover letter to hire@lacrossechamber.com