GLAAACC Internship Opportunities

Research and Development/ Office Clerk - The Greater Los Angeles African American Chamber of Commerce is seeking a research and development office clerk. The person in this position will be responsible for but not limited to perform administrative and office support activities for the GLAAACC office. Duties may include researching potential business for membership, fielding telephone calls, receiving and directing visitors, word processing, and filing. Software skills are required, as well as Internet research abilities and strong communication skills.

Available to work 10 hours per week

- Maintain membership database, including receiving registrations and managing databases for events and groups;
- Answer calls and directing inquiries to the appropriate GLAAACC staff member;
- Making copies and collating documents;
- Work on special projects as assigned

Social Media Intern The Greater Los Angeles African American Chamber of Commerce is seeking a social media intern. The person in this position will be a creative self-starter who is comfortable with both taking initiative and working in collaboration. Detail oriented with strong written and verbal communication skills. Experience with Microsoft applications, basic photo-editing software, and internet browsers. Experience with Photoshop and InDesign a plus. Familiarity and facility with mainstream social media platforms, including but not limited to Facebook, Twitter, Pinterest, Instagram, LinkedIn.

Available to work 5-6 hours per week.

- Monitor and post on blogs, forums, and social networks
- Online outreach and promotion using Facebook, Instagram, LinkedIn, Twitter, and more
- Website and social media optimization
- Keyword analysis

Eligibility:

Intern candidates must be a current college student. Candidates should maintain a positive attitude under pressure, exhibit a strong work ethic, and enjoy working with a wide range of personalities. This internship will benefit someone who is interested in marketing, business,
community relations, and audience development. The intern will have access to ALL company events as well as availability to network with top executives from US Bank, Chase Bank, UnionBank, Microsoft, Buffalo Wild Wings, G & C Corporation, Icon Blue, Southern California Edison, Southern California Gas, Northrop Grumman, and American Honda.

If interested please send your resume to Chanel@glaaacc.org