



Business Advocacy Intern

The Tacoma-Pierce County Chamber of Commerce is the voice for business. We do this by being a nimble non-profit that can respond quickly and effectively to the needs of our members and the community. Our team is built on teamwork, creative problem solving, an entrepreneurial mindset, and superior customer service.

The Tacoma-Pierce County Chamber is seeking to grow our team with a part-time position to assist in advocating for business interests with local, state, and federal governments.

The Business Advocacy Intern will work a minimum of 15 hours per week coordinated with the Vice President of Policy & Entrepreneurship to implement programs and priorities laid out by the Chamber's CEO and Board of Directors. Combining this job with other Chamber positions is a possibility depending on the experience and interests of the candidate.

Candidate Necessities

- Exceptional written and verbal communication skills.
- Time management and prioritization skills with ability to prioritize multiple projects and meet multiple deadlines.
- Self-starter, highly motivated and ability to work both independently and as part of a team.

Essential Duties

- Prepare publications for advocacy. Past publications have included:
 - a. Electronic Newsletter
 - b. Vote for Business Guide
 - c. Public Officials Guide
 - d. Legislative Agenda
 - e. Public Officials Scorecard
 - f. Vision Publication
 - g. Military Impacts Flyer
- Monitor City Council proceedings
 - a. Collect committee and Council agendas prior to meeting dates
 - b. Highlight and summarize topics that could concern the Chamber
 - c. Attend local government meetings to represent the Chamber and provide summaries to Chamber staff and members
- Support the Chamber's Board and Committees
 - a. Prepare upcoming topics for the Government Affairs Committee's (GAC) monthly meetings
 - b. Help develop entrepreneurial programming for the Tacoma Angel Network (TAN)
 - c. Support the Business Improvement Area (BIA)
 - d. Communicate with members of GAC, TAN, and the BIA
- Support Chamber events. Past events have included:
 - a. Candidate Forum
 - b. Legislative Unveiling
 - c. Public Officials Reception

- d. Chamber Luncheons
- e. Horizons Economic Forecast
- f. Legislative Days
- g. Evergreen Fleet Cruise
- Support the Tacoma-Pierce County Business Alliance Political Action Committee (PAC)
 - a. Communicate with Board members
 - b. Track finances
 - c. Maintain good standing with the Public Disclosure Commission
- Maintain and update electronic communications
- Work with other agencies to cross-promote Chamber promotions and initiatives
- Track and document media
- Other duties as assigned

Compensation

Compensation is \$12/hour.

This position also includes an array of benefits including ORCA transit pass, 401(k), 24 hours of PTO, and eligibility for the Live Downtown Program.

Conditions of Work

Work is typically done Monday-Friday during office hours, with occasional early morning or evening commitments. Generally office or professional environment; travel within the county.

License/Certifications/Special Requirements

High-school diploma or GED required.

Driver's License, auto insurance, and personal vehicle required.

Proficient with MS Office Suite and web-based applications.

This job posting is not an employment agreement of contract. Management has the exclusive right to alter this job description without notice. The statements contained herein should not be considered all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas as needed to meet the needs of the organization.

Please email the following materials to

Lynnette Buffington – VP, Investor Outreach and Operations

hr@tacomachamber.org:

- Cover letter explaining how you learned of the position and reason of interest
- Resume highlighting relevant education, experience, knowledge, skills and abilities

Position will be open until filled. Application period will be rolling with first review including all applications submitted by August 5th, 2016.

Learn more about the Chamber by visiting www.tacomachamber.org