



2019 EVENTS & MARKETING INTERNSHIP

Do you get excited about events, marketing and local businesses? The Lakeview Chamber of Commerce, the service provider for Special Service Area 27 (SSA 27), seeks a part-time events and marketing intern who is interested in social media content creation, event planning and creative marketing. The intern will gain valuable experience in strategic marketing, social media management and event production, with the goal of supporting local businesses and improving the Lakeview neighborhood. We offer a \$1,000 stipend and will work with students on class credit.

Qualifications and Time Commitment

Strong attention to detail, interest in marketing and event planning (or a related field) and experience creating social media content and producing events. Intern must commit to 15-20 hours per week, May 13th - September 6th. We are flexible on which days of the week the intern would spend at our events or in our office at 1409 W. Addison St., Chicago, IL, and will work with your class schedule.

Responsibilities

- Digital Marketing
 - Develop creative social media content and campaigns promoting local businesses and the Lakeview neighborhood
 - Publish articles on Lakeview Chamber's blog to be included in our bi-weekly eNewsletter
 - Stay up-to-date on events and promotions happening with businesses in the neighborhood
- Street Team & Print Marketing
 - Create strategic plan for placing event posters in local businesses and organizations
 - Distribute Lakeview neighborhood guides to businesses in Lakeview
- Event Production
 - Assist with the setup and execution of PorchFest Lakeview (June 2), Low-Line Market (Thursdays, June 6 - October 10) & Lakeview Live (Wednesdays, July 3 - August 28)
- Other tasks as assigned, and there is an opportunity to develop additional projects based on the intern's interests and learning goals.

To Apply

Please submit a **cover letter** and **resume** to:

Carisa Marconet

Carisa@LakeviewChamber.com

Subject: Events & Marketing Internship

Applications accepted through **Monday, April 1st**. No phone calls please.

Organization Background

About the Lakeview Chamber of Commerce

The Lakeview Chamber of Commerce is organized so that the local business community shall prosper. All necessary means of promotion shall be provided and particular emphasis shall be given to retail, professional, educational and economic interests of the area.

About Special Service Area (SSA) 27

The Lakeview Chamber of Commerce is the service provider for Special Service Area (SSA) 27. The mission of the SSA is to support a vibrant local economy and high quality of life for the benefit of Lakeview businesses and residents by improving and enhancing public streets and spaces, creating memorable experiences, encouraging spending locally and promoting the neighborhood. The three Strategic Focus Areas of the SSA are as follows:

- **Diversity:** Evolve current and design new SSA programs to be more inclusive of people from different ethnicities, social backgrounds, and age groups.
- **Destination:** Position and market Lakeview as an enticing destination for visitors and other Chicago residents through programming that speaks to diverse groups.
- **Density:** Advocate for density focused around neighborhood and transportation hubs and main arteries.

Service Area

The Lakeview Chamber of Commerce service area is from Diversey on the South, to Irving Park Road on the North, and Ravenswood on the West, to Racine on the East.

More Information

Learn more about the Lakeview Chamber and SSA 27 at www.lakeviewchamber.com. You may download our annual report at www.lakeviewchamber.com/ssa27.

