



The Greater Houston Hispanic Chamber of Commerce Foundation

Intern Job Description: Special Projects Intern

The Mission of the **Greater Houston Hispanic Chamber of Commerce Foundation** (GHHCC Foundation) is to promote the economic and civic interests of the Hispanic business community through business education.

Position: Special Projects Intern

Description: The Greater Houston Hispanic Chamber of Commerce Foundation seeks a dynamic, self-starter to will provide support for the Emerging Leaders Institute and other GHHCC Foundation programs. This internship is an excellent opportunity to experience various aspects of a foundation.

Responsibilities:

- Assist Emerging Leaders with resources needed and promote initiatives to Emerging Leaders.
- Assist the management staff with event organization, seminars, and other initiatives.
- Coordinate volunteers to assist with events.
- Assist in answering phones/administrative duties related to the GHHCC Foundation.
- Attend GHHCC Foundation related events (business attire required).
- Make follow-up “thank you” calls after each event and promote upcoming events.
- Assist in recruitment efforts for the GHHCCF Emerging Leaders Institute.
- Assist with data entry.

Required Skills:

- Professional Demeanor (dress, presentation, etc.)
- Excellent Communication Skills
- Highly Motivated
- Competitive
- Self-Starter
- “Can-Do” Attitude
- Detail-Oriented
- Team Player
- Bilingual preferred
- Strong inter-personal skills required

Start Date: Position open until filled

Hours: 20+ hours/week

Compensation: Non-paid volunteer internship position, academic credit may be offered.

To Apply: Please send a cover letter and resume to rmartinez@houstonhispanicchamber.com with “Special Projects Internship” and your name (Last, First) in subject line.