



Houston Hispanic
Chamber of Commerce

Communications Intern

Houston Hispanic Chamber of Commerce is the leading regional advocate for the economic and civic interests of the Hispanic business community. HHCC represents approximately 90,000 businesses in the Greater Houston Region, ranging in size from start-ups to multi-national corporations, making the Houston Hispanic Chamber the largest in country.

Position: Communications Intern

Description: The Houston Hispanic Chamber of Commerce seeks a dynamic, self-starter to assist with marketing and communications efforts. This internship is an excellent opportunity to experience various aspects of marketing.

Responsibilities:

- Update and maintain the HHCC social media presence, including development and scheduling of updates across several platforms (Facebook, Twitter, Instagram, YouTube, LinkedIn, etc.)
- Assist in scheduling and creation of e-blasts (knowledge of Constant Contact a plus)
- Distribute and pitch news releases, media alerts and other stories
- Assist in design of graphics and other marketing material for major events hosted by the HHCC
- Update the HHCC website as needed
- Archive past HHCC promotional materials, radio programs and TV programs
- Collaborate with staff on new ideas, direction and venues for marketing and communications
- Attend all membership related events (business attire required)
- Assist with other responsibilities as needed

Required Skills:

- Firm grasp of available tools and platforms in the social media space
- An effective communicator, both written and oral
- Previous internship or related experience in marketing or communications is a plus
- Self-motivated, good organizational skills, detail-oriented, ability to prioritize, multi-task and meet deadlines
- Enthusiasm for the mission of the HHCC and the community we serve
- Professional demeanor (dress, presentation, etc.)
- Bilingual in English & Spanish preferred

Start Date: Position open until filled, requires minimum commitment of 3 months

Hours: 15-25 hours/week

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

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