



Houston Hispanic
Chamber of Commerce

Membership Development Intern

The Membership Development Internship at the Houston Hispanic Chamber offers a unique opportunity to work with an organization that is the leading regional advocate for the economic and civic interests of the Hispanic business community.

Position: Membership Development Intern

Description: The Membership Business Development Intern will have the unique opportunity to help shape the marketing strategy of new program areas and campaigns. He/she will be exposed to a higher level of responsibility than at a typical organization by taking ownership of sponsorship outreach and development.

The Intern will help with outreach and business development duties as assigned, which will include:

- Researching and identifying potential partnerships
- Reaching out to current partners and developing new opportunities
- Helping to shape the marketing strategy of new program areas
- Preparation of Corporate Proposals

The ideal candidate for the Membership Business Development Internship will possess:

- Ability to work independently and capable of taking initiative on specific projects
- Excellent research skills
- Strong written and verbal communications skills
- A positive and flexible attitude

Interns must be able to commit to at least 3 months, and preferably longer. Interns will be unpaid and will be expected to be available 12–20 hours per week. Academic credit may be offered.

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