Job Title: Content Creation Intern

The Role: The Content Creation Intern will work with the marketing and events team to generating exciting, relevant content to promote chamber programs, events, and members. Duties include writing blog posts, creating social media content for Facebook, Instagram, and Twitter accounts, and supporting content generation for website and marketing materials. The ideal candidate will possess exceptional written and verbal communication skills, knowledge of key social media platforms and basic marketing principles, and have previous experience as a writer, especially in creating compelling messages for different target audiences.

The CalAsian Chamber is the largest ethnic chamber of commerce in California, representing the interests of over 600,000 Asian Pacific Islander owned businesses in the state. Interns will gain experience working in a fast-paced, mission driven nonprofit organization and have the opportunity to network with businesses, elected officials, and community leaders in Sacramento and across the state of California.

Timing: Fall 2019 through March 2020, with the opportunity to renew
Location: Downtown Sacramento/Oak Park

Duties/Responsibilities:

- Monitor, compose, promote content on all social media platforms to inform, engage, and generate excitement around chamber activities;
- Brainstorm with the marketing team to develop story and content ideas for the chamber blog and social media accounts;
- Write compelling blog posts, case studies, whitepapers, and creative copy for marketing materials;
- Support outreach efforts to drive event participation through digital communication channels and one-on-one interactions;
- Assist the marketing team with daily quality assurance review of published content;
- Support in the creation and execution of marketing and outreach editorial calendar;
- Experience with Adobe Creative Cloud is a plus;
- Represent the Chamber at all agreed upon special events.

Contact Matt Sumida at msumida@calasiancc.org to apply or learn more.

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