Sherman Area Chamber of Commerce

**Street Address:** 401 St. John Drive, Sherman, IL 62684

**Phone number:** 217.836.6479

**Fax number:**

**Email Address:** info@shermanilchamber.org

**Agency Contact:** Dave Stake

**How should students contact this agency?** Email

**How should students submit cover letters and resumes?** Email

**General Description of agency or business**

We are a small town chamber of commerce that aims to provide a vibrant business environment for our community. We advocate, educate and provide resources for local business owners and residents. The SACC has been operating for 4 years.

**Internship or Job Description**

Marketing Assistant Internship

* Website Maintenance
* Administrative duties
* Media Relations
* Advertising
* Networking
* Event Planning

*Will work closely with the Board of Directors*
Sherman Area Chamber of Commerce Intern

**Basic student learning anticipated**

Working for our organization will give a student broad experience in marketing. We work in many different niche markets and use many different forms to read our audience, including direct mailings, email, web, video, and publication advertising.

**Hours per week:** Flexible 4 hours/week

**Number of weeks:** 16

**Position Available:** Fall, Spring, Summer

unpaid

*If offering an unpaid internship you will have to review and sign our Unpaid Interns Employer Agreement Form, which states that you are adhering to the Fair Labor Standards Act guidelines.*