



The Denver Hispanic Chamber of Commerce

The Denver Hispanic Chamber of Commerce is a voluntary membership network of Hispanic businesses, professional associations, non-profit organizations and corporations working together to expand business opportunities in Denver's Hispanic community. This organization encourages mutually beneficial ties with the public and private sectors by serving as an active and visible advocator for Hispanic business legislative issues, providing networking opportunities for its members and promoting business among its membership base.

The DHCC is searching for dependable Marketing interns for the entire year or by semester. Below are the requirements.

Marketing Intern Position

Requirements for Internship

- Undergraduate majoring in Marketing, Public Relations, Communications or Non Profit Administration.
- Maintain at least a 2.5 GPA.
- Available to work between 15-20 hours per week- in office/occasional evenings and weekends to help cover events (Regular business hours: 8:00 a.m. to 5:00 p.m. Monday through Friday)
- Able to commit to at least one semester but up to one school year.
- You must be signed up to earn college credit. (No stipend will be paid)
- Less than three unscheduled absences will be accepted.
- Bilingual candidates encouraged to apply.

Duties include but are not limited to

- Help coordinate and administer programs such as Leadership Series, Fiesta Colorado, Professional Learning Series, HOW Program, Strategies 4 Success, Circle of Latina Leadership and more.
- Coordinate logistics for events such as venue, catering and registration. Events include Business After Hours, Holiday Reception, Annual Meeting and more.
- Create marketing materials for events and programs.
- Assist with set-up, take down and registration at events.
- Assist DHCC staff members in other projects as needed.

Interns will gain experience in event preparation, conflict resolution, communications, event planning and other aspects of the marketing and non profit industry.

For more information, please contact:

Ann Bayles
VP of Communications/Marketing
abayles@dhcc.com

Erika Reyes
Director, Programs & Educ. Found.
ereyes@dhcc.com