



The Indy Chamber's mission is to drive economic growth in Central Indiana by bringing job and investment opportunities to the region, advocating for a pro-growth business climate, and connecting businesses to resources and each other.

Job Description

Position	Regional Image Marketing and Talent Attraction Intern	Status: Exempt
Reports to	Executive Director, Regional Image Marketing	Revision Date: 4/6/2022
Scope	Under the direction of the Executive Director, Regional Image Marketing and Director of Talent Partnerships, this position helps with key services and programs of Life In Indy: Social media channels and content, data management, Opportunity Map, and Recruiter Connect.	
Job Summary	Areas of primary focus for this internship include assistance in marketing the Indy region to prospective residents; tracking and maintaining data for reporting; relationship building; and support project management as needed.	
Principal Accountabilities	<p>This internship will perform the following duties:</p> <ul style="list-style-type: none"> • Create, garner team feedback, and schedule social media posts for Life In Indy's social channels as informed by weekly themes and content calendar objectives (Facebook, Twitter, LinkedIn, Instagram, TikTok) • Provide reporting of social media engagement at regular intervals to be used by internal team and for external stakeholder engagement opportunities • Assist in the management of prospective resident data when needed alongside the Indyfluencer Network Manager, Executive Director of Regional Image Marketing, and Director of Talent Partnerships (HubSpot experience a plus but not required) • Assist and implement changes to public employer listings on LifeInIndy.com on an as-needed basis for new investors or new featured employees • Assist in creating prospective resident candidate profiles in Recruiter Connect within a timely manner • Draft communications for volunteers and stakeholders, as needed <p>Performance metrics for this position will be established based on:</p> <ul style="list-style-type: none"> • Successful completion of milestones established at beginning of internship; • Increased working knowledge of economic development and resources available; and, • External relationships <p>Performance will be evaluated based on meeting the requirements of the job description; meeting specific goals and performance metrics for the position; working according to all policies and standards set by the Chamber; and consistently demonstrating established Chamber values in and out of the workplace.</p>	
Preferred Qualifications	Preferred: working toward a B.A./B.S in Communications, Marketing, Public Relations, the Social Sciences, or other area of focus relevant to the critical skills, knowledge, and behaviors of the role.	



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<p>Preferred Competencies</p>	<ul style="list-style-type: none"> • Passion for the Indy region • Familiarity with social media platforms listed above • Experience in Hubspot preferred • Requires ability to interact with individuals at different organizational levels and from different functional disciplines; • The ability to collaborate with a diverse group of stakeholders, gaining their trust, confidence, and respect; • Expert listening and communicating skills; • The ability to act independently and also as a team member; • Respect for diversity and a commitment to an inclusive workplace • A positive attitude, a focus on customers (both internal and external), and the ability to work well with others in a team environment; and <p>A valid driver’s license, a personal vehicle, and valid insurance.</p>
<p>Working Conditions</p>	<p>Work is performed in a hybrid schedule with three days in office and two days remote. Attendance will be required at select Indy Chamber events. Work is often conducted before, during, and after traditional business hours (i.e. 8-5).</p>
<p>Physical Demands</p>	<p>Must be able to work proficiently with computers and other office equipment. Some travel required within Central Indiana locations for meetings, events, programs, etc.</p>
<p>Equal Employer Opportunity</p>	<p>Indy Chamber is an Equal Opportunity Employer. We do not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.</p>
<p>Acknowledgement</p>	