



Job Title: Marketing & Visitor Services Intern (Part-Time)

Overview:

Join our team in promoting the Chippewa Falls and Chippewa County area as a premier travel destination! We're looking for a creative and motivated individual to assist with marketing and visitor services.

Duties & Responsibilities:

- Develop, manage, and schedule content for our social media platforms (Instagram, Facebook, YouTube) using tools like Hootsuite
- Create marketing collateral for our events, website, and social media.
- Assist with creating engaging campaigns that showcase Chippewa County's unique offerings
- Provide friendly, high-quality customer service to visitors in person, over the phone, and online
- Support general marketing initiatives and administrative tasks as needed

Minimum Qualifications:

- Familiarity with social media platforms (Instagram, Facebook, YouTube)
- Strong verbal and written communication skills
- Self-motivated and able to work independently
- Excellent customer service skills
- Highly organized with attention to detail
- Creative thinker with an interest in marketing and tourism

Preferred Qualifications:

- Experience with Adobe Creative Suite, Canva, photography, or video editing
- Familiarity with WordPress or other website CMS platforms
- Experience with social media scheduling tools such as Hootsuite or Meta Business
- Background in marketing, communications, design, or a related field (education or experience)

Schedule & Compensation:

- Limited-term, part-time position (non-benefits eligible)
- Position runs from June through August, with the potential for extension
- Approximately 10-14 hours per week, scheduled between Monday–Friday, 8 am to 5 pm. (flexible schedule to be determined with the selected candidate)
- Hourly rate: \$12–\$15, depending on experience

To apply, submit a resume and cover letter to ellie@chippewachamber.org. To ensure consideration, materials should be submitted by 5 pm on April 10, 2026.

The Chippewa Falls Area Chamber of Commerce is an independent, non-profit and our mission is to improve the quality of life in our community by providing leadership to coordinate, support and promote the business interests of our membership. We are in the business of helping our local business community flourish.