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**Chippewa Falls Area Chamber of Commerce  
2021 Graphic Designer & Marketing Intern  
Summer – Fall 2021**

**Job Title:** Graphic Design & Marketing Intern

**Location:** Visitor Information Center, 1N Bridge Street, Chippewa Falls

**Office Hours:** 8am-5pm, Monday-Friday, Saturdays, 10am-4pm. Interns are scheduled approximately 10-15 hours each week, during office hours.

**Wage:** \$12.00

**Organization Summary:**

The Chippewa Falls Area Chamber of Commerce (CFACC) welcomes part-time employment and internships on a seasonal basis. These temporary positions are paid with no benefits. This employee is key part of our team and typically performs the same duties as entry level employees. The CFACC strives to make the experience mutually beneficial for both the Chamber and the individual. Upon request and successful completion of internship a letter of recommendation will be written by the Tourism Director and Chamber President.

The CFACC Tourism Division is responsible for promoting and marketing Chippewa County. We aggressively market directly to consumers through websites, blog posts, social media, print collateral, print advertisements, banner advertisements and our visitor center. We are a non-profit organization.

**Essential Duties & Responsibilities:**

Include but are not limited to a combination of the following: Writing editorial copy for print and web-based use, writing press releases, maintaining community calendar of events, maintaining photo and video library, e-news creations.

- Create and design print and digital materials
- Adhere to brand guidelines and complete projects according to deadline
- Retouch and manipulate images
- Use graphic design software on a wide variety of media
- Collaborate with Chamber Staff to develop design concepts
- Receive feedback from Staff and make necessary changes
- Assemble final presentation material for printing or digital placement as needed

**Requirements:**

- Graphic Design major preferred
- Basic knowledge of layouts, typography, line composition, color, and other graphic design fundamentals
- Experience with Adobe Creative Suite and Canva
- Strong creative and analytical skills

Administrative and clerical duties are also a part of this position including but not limited to the following: Answering and routing phone calls and emails, greeting & assisting walk-in visitors and providing knowledgeable information on Chippewa County. The Visitor Center also encompasses a small retail area.

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**Education and/or Experience:**

We are seeking a candidate that is highly organized, adaptable, excellent with customers, skilled written and verbal communication and knowledgeable of Microsoft Office Software. We are a busy organization with diverse opportunity for practical, hands-on experience in tourism public relations. Graphic design, videography, and photography knowledge is a plus.

**Physical Demands:**

Successful employees may experience the following physical demands for an extended period:

- Viewing computer monitors
- Visually inspect and review graphic designs, written scripts, text and photography
- Carrying equipment/literature up to 40lbs. is required

**Qualifications:**

- Able to work occasional weekend (s)
- Must be a “People Person” – feel comfortable talking to strangers
- Must be comfortable working alone and with little supervision

**To apply for the position,** email your resume to [Jackie@ChippewaChamber.org](mailto:Jackie@ChippewaChamber.org)