



Silicon Valley Black Chamber of Commerce

SVBCC Need Interns for these areas:

- Finance (set up spreadsheets for All programs, budgets & projects vs. actuals) even use Crowd Funding campaigns for Chamber programs
- Database (design data storage that's best for chamber, members, potential members, etc.)
- Marketing (develop marketing plan for Chamber and it's programs) refine Power Point and/or better use of web site for marketing to sponsors, potential new members, etc.
- Social Media (Facebook, LinkedIn, Twitter, Google + and other) for presence in the social media space
- Web Design (create more dynamic Web design to maximize Web presence/exposure) thru use of UTube, videos, VIMEO or something similar for On-line teaching, connecting with ALL other Black chambers across country, etc.
- Management (manage interns, manage projects, etc.)
- Graphic Designs (flyers and promo materials, maybe some web design)
- Administration (coordinate staff for events, office work, programs, etc.)
- Human Resource (research and implement, proper way to hire, layoff, etc.) for SVBCC and Incubees
- Telemarketing (calling for membership and interest in our programs)



- Research (researching needed data for chamber, whether its identifying all black businesses in Silicon Valley, Northern California, or even International research

Under the supervision of the Office Manager, Internships vary as to student's schedule. It could span as many as 10-20 hours a week or less. It's hands-on applications and Interns may be responsible for assisting across multiple program/project areas, including event coordination, program development, communications, and administration.

Internships are unpaid but are usually available for class credit.

Remember, SVBCC internships offer a great deal of hands-on practical experience that goes a long way in an interview that asks for experience.