Greater Sioux Falls Chamber of Commerce Intern

SUMMER 2027

Are you interested in connecting people, strengthening the community, and gaining hands-on professional experience? Join the Greater Sioux Falls Chamber of Commerce as our summer 2027 intern!

As part of our team, you will help bring events and initiatives to life that engage hundreds of young professionals and Chamber members throughout the Sioux Falls community. This internship can be shaped around the selected candidate's interests and strengths, with opportunities to gain experience in event and program management, marketing, communications, sales, public policy, community engagement, and more.

You will also build meaningful professional connections while learning how a Chamber of Commerce supports its members and the broader business community.

Term and continuation opportunity This position is intended for the summer 2027 term, with negotiable start and end dates. Depending on organizational needs and the intern's availability and performance, there may be an opportunity to continue working with the Chamber during the 2027-2028 school year.

Responsibilities

Event Support and Engagement

- Assist with planning and executing Young Professionals Network events, including Morning Buzz, Off the Clock, Community Connection Tours, and the YPN Golf Tournament.
- Provide support for other Chamber programs, meetings, and major events.
- Manage event check-in, greet attendees, and help create a welcoming and inclusive environment.
- Assist with event preparation, day-of logistics, and post-event follow-up.
- Capture event highlights through photos, short videos, and social media content.

Communications and Marketing

- Support YPN communications through social media posts, event recaps, promotional materials, and the weekly email newsletter.
- Collaborate with the Chamber's Marketing Department to draft and edit YPN blog content.
- Maintain the YPN event calendar by posting events, writing engaging descriptions, and ensuring information is accurate across platforms.
- Help tell the story of YPN and the Chamber through creative and engaging content.

Business Community and Public Policy Support

- Assist with projects that support Chamber membership, business engagement, public policy, or community initiatives.
- Conduct research and help organize information for programs, presentations, and special projects.
- Gain exposure to the Chamber's role in advocacy, economic development, workforce development, and community leadership.
- Support outreach and relationship-building efforts with Chamber members, volunteers, and community partners.

Professional Development and Special Projects

- Complete a meaningful special project based on the Chamber's needs and the intern's skills or area of study.
- Shadow Chamber team members to learn about different departments and career paths.
- Participate in the INTERN Sioux Falls program.
- Attend staff, department, and committee meetings as appropriate.
- Build connections with Chamber members, volunteers, community leaders, and other interns.

General Expectations

- Represent the Greater Sioux Falls Chamber of Commerce and YPN in a professional and positive manner.
- Demonstrate initiative, reliability, adaptability, and follow-through.
- Communicate clearly and professionally with staff, members, volunteers, and event attendees.
- Maintain organized files and documentation to support smooth project handoffs.
- Work both independently and collaboratively as part of a team.
- Actively participate in meetings, events, and professional development opportunities.
- Be willing to assist with a variety of projects based on organizational needs.

Skills and Attributes

- Enthusiastic about connecting with people, serving the community, and growing professionally.
- Organized, dependable, proactive, and attentive to detail.
- Strong written and verbal communication skills.
- Comfortable learning new tools, taking initiative, and asking questions.
- Proficient in Microsoft Office, social media platforms, and related technology.
- Interested in one or more areas such as event planning, marketing, communications, sales, business, public relations, public policy, or community engagement.
- Currently pursuing a degree in marketing, business, communications, sales, public relations, public policy, political science, event management, or a related field. Other areas of study will also be considered.