



Greater Austin Hispanic Chamber of Commerce

Sales and Special Events

REPORTS TO: Vicky H. Sepulveda

PROGRAM MANAGEMENT DUTIES & RESPONSIBILITIES:

- Ensure all Programs and Events are delivered in a timely and quality fashion
- Specifically responsible for the successful development and implementation of the GAHCC's flagship events – Celebrando and Capital of Texas Awards events.
- Schedule and deliver events to promote networking between member
- Interface with local hospitality executives and managers to promote the GAHCC value-add via cost-effective and professionally delivered assigned events.
- Develop and utilize processes to ensure effective, high quality special events.
- Assist in planning and implementing major GAHCC programs and initiatives
- Other duties as assigned
- Work with GAHCC referral partners, such as Small Business Administration.

POLICY RESPONSIBILITIES:

- Assist the CEO and respective, assigned Committees in the development of GAHCC programs, events and processes

JOB REQUIREMENTS:

- Must be able to manage multiple-projects simultaneously
- Effective leadership skills
- Strong operational skills
- Strong communication verbal and writing skills
- Must be creative and capable of thinking out of the box
- Goal and results oriented
- Media experience is recommended, but not required
- Must have solid presentation skills and abilities

This is a non-paid internship for a prestigious Chamber. You will have the opportunity to network with members and learn great skills for future employment opportunities.

To apply for this internship, simply email your cover letter and resume to Mark Madrid, President & CEO, at mmadrid@gahcc.org.