



Erie Regional Chamber & Growth Partnership Internship Program

Program Details

Fall 2017: Monday, Sept. 11th – Friday, Nov. 17th *(or timeframe as approved)*

The Erie Regional Chamber & Growth Partnership (ERCGP) Internship Program welcomes applicants at this time. The program will provide participating students the opportunity to work on an array of projects that strive to enhance and promote the businesses in the Erie Region; while simultaneously offering those eligible students access to opportunities and work experience relevant with to their educational & career goals.

The positions available are listed below by their ERCGP job description:

- **Marketing Assistant**
 - The ERCGP is not only responsible for marketing its Chamber membership opportunities, but also the business climate for the entire region. The Marketing Assistant will be given the opportunity to work on projects that support current and future ERCGP programs/initiatives, event planning, advertising, and social media campaigns.
- **Community Development Assistant**
 - The Growth Partnership division of the ERCGP is comprised of top decision-makers from Platinum, Gold, and Silver Chamber members. The team advances transformational community initiatives that impact the region's long-term economic future. It will be the role of Community Development Assistant to support this division through critical research, project management, and strategic planning.
- **Economic Development Assistant**
 - The Economic Development Division is dedicated to business attraction and helping current businesses expand and prosper. Four key components include coordinating the region's business attraction efforts, the Business Retention & Expansion Program (BREP), Workforce Development, and the Lead Economic Development Team: It would be the role of the Economic Development Assistant to support these current projects and aid and assist the Erie Business Action Team in their business assistance outreach.
- **Economic Research Assistant**
 - Research is an invaluable component to all businesses; all of the projects, programs, and initiatives that the ERCGP participates in are supported/based on the key facts and data provided by thorough & accurate research. The role of the Economic Research Assistant would be to research, analyze and report data for the purpose of: Current Erie Business Market Trends, Workforce Development, Grant Writing Support, Industry Trends, etc.

Interns participating in this program will have unique exposure to local and regional projects and businesses, will be given the opportunities attend business meetings with chamber staff that are relevant to their major/concentration, and will be provided experience that can benefit them in a vast variety of career opportunities.

It will be the goal of the ERCGP to successfully recommend and assist those interns who successfully complete this program, for future employment opportunities within and beyond the realms of its 850 private, public and non-profit member network.

Organizational Overview

The ERCGP has three divisions— Chamber of Commerce, Economic Development, and Growth Partnership — these divisions support the organization’s core mission of providing the leadership to attract, retain and expand business in the region.

The principal function of the ERCGP is to maintain its prominent reputation in the advancement of: chamber membership; customer service; business attraction, retention, and expansion; and the identification of key regional initiatives that promote the economic health of the Erie region.

Eligibility Requirements

<i>Undergraduate</i>	Eligible students include juniors and seniors enrolled in a School of Business, with a minimum overall GPA of 3.0.
<i>Graduate</i>	Eligible students are those who have a minimum overall GPA of 3.0.

- Students will be given the opportunity to work: Min 10 hrs. - Max 20 hrs. / week
- All Internship are un-paid