

Job Description

Job Title: Communications Intern, Public Affairs
FLSA: Non-Exempt
Date: March 2025

Job Summary:

JAX Chamber is a business organization representing more than 3,000 businesses serving Northeast Florida. By networking at the hundreds of events the JAX Chamber hosts yearly, you can connect resources, opportunities and relationships that help you build a better business and a better community. The Communications Intern will assist in the execution of JAX Chamber's marketing and PR campaigns, help organize events and manage administrative tasks.

Essential Duties and Responsibilities:

Public Relations

- Track positive media coverage on Chamber members
- Compile Chamber and member news for weekly newsletter
- Represent the Chamber at community and Chamber events and provide content, including photos as needed

Communications & Marketing Liaison

- Monitor social media channels and assist when needed.
- Create and/or proof newsletters and emails
 - Check links for newsletters
 - Proof copy on graphics and scripts

Admin:

- Pull and update lists for all email newsletter mailing distribution
- Upload press releases to jaxchamber.com, ensuring each one is from a current member
- Create a master spreadsheet of BOD, common speakers, and Jacksonville leadership teams

Event:

- Participate in tabling for merchandise and Chamber events
- Assist with event set up and break down
- Interview members for testimonials

Management

- Work with Public Affairs Coordinator and Design Manager to manage, schedule and assign tasks and responsibilities to interns

The above cited duties and responsibilities describe the general nature and level of work performed by people assigned to the job. They are not intended to be an exhaustive list of all the duties and responsibilities that an incumbent may be expected or asked to perform.

Education and Experience Requirements:

- Junior year or above with some related work or volunteer experience in a business setting or non-profit work experience; Preferred majors include communications, business and marketing.

Knowledge/Skills/Abilities:

- Excellent professional appearance, reputation and credibility
- Ability to effectively communicate both verbally and in writing.

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- Ability to complete tasks and problem-solve.
- Intermediate to advanced level knowledge of Microsoft Office software applications. (Microsoft Word, Outlook, Excel and knowledge of Access, PowerPoint, Publisher).
- Ability to work with minimal supervision periodically.
- Excellent organizational skills.
- Excellent communication/presentation skills, both oral and written
- Strong attention to detail / copy / proofing skills
- High energy level, self-motivated, and demonstrated initiative
- Knowledge of AP Style

Skill Requirements: (X = Required for job)			
X	Utilize internet web sites/functions	X	Public speaking/group presentations
X	Utilize word processing software	X	Reasoning and logic
X	Utilize spreadsheet software	X	Leadership and supervisory
X	Utilize database software	X	Retrieve and compile information
X	Typing/computer keyboard	X	Maintain records/logs
X	Analyze and interpret information	X	Verify data and information
X	Ability to communicate verbally	X	Ability to prepare written communications
X	Operate office equipment, fax, phone, calculator, etc.	X	Basic mathematical concepts (add, subtract, multiply, divide)
X	Investigate, evaluate and recommend action	X	Advanced mathematical concepts (fractions, decimals, rations, percentages, graphs)
X	Organize and prioritize information/tasks		Abstract mathematical concepts (interpolation, inference, frequency, reliability, formulas, equations, statistics)

Physical Requirements: (X = Required for job)			
X	Sitting for extended periods	X	Lifting up to 20 pounds of office supplies/equipment
X	Extended periods viewing computer screen	X	Carrying up to 20 pounds of office supplies/equipment
X	Walking	X	Pushing/Pulling
X	Reading	X	Bending/Stooping
X	Standing		Reaching
X	Writing		Grasping
X	Hearing	X	Repetitive Motions

Hazards: (X = Required for job)			
X	Normal office environment		Electrical current
	Toxic or caustic chemicals		Housekeeping and/or cleaning agents
	Flammable, explosive gases		Proximity to moving mechanical parts

Employee Acknowledgement:

I have reviewed and understand the requirements stated in this Job Description.

Employee's Signature	Date