

Location: Jacksonville, FL (In-Person)

Hours: 10–15 hours per week (Preferred schedule: Mondays and Wednesdays)

Compensation: College Credit Available

Term: Fall Semester

About the Role

The JAX Chamber Communications Team is looking for a creative, detail-oriented, and motivated **Communications Intern** for the upcoming Fall semester. This hands-on internship is designed for students looking to build a robust portfolio in public relations, digital marketing, event promotion, and content creation.

Key Responsibilities

Content Creation & Graphic Design

- Create eye-catching graphics and collateral for print and digital use at JAX Chamber events.
- Assist in drafting, designing, and assembling the weekly/monthly **Staff Newsletter**.
- Help design and build targeted **e-Blasts** for key Chamber groups, including our Trustee and Beaches divisions.

Digital Media & Newsroom Management

- Format and upload press releases to the JAX Chamber online Newsroom.
- Monitor incoming media inquiries and assist with responding to press releases.
- Conduct routine website audits and assist with content updates to ensure our digital presence is accurate and engaging.

Analytics & Tracking

- Run monthly **social media analytics** to track growth, engagement, and reach.
- Assist with tracking **podcast analytics** to help optimize our audio content strategy.

Event Support & Operations

- Gather on-site content (photos, videos, quotes) at various council and Chamber events.
- Help package and ship JAX Chamber merchandise orders.

What You Will Learn & Experience (Internship Perks)

We want this internship to launch your career. During your time with us, you will have the opportunity to:

- **Gain Production Experience:** Learn how to operate our in-house podcast studio, from recording equipment to editing basics.
- **Build a Professional Network:** Attend select JAX Chamber networking events and council meetings.
- **Gain Real-World PR Experience:** Work directly with local media contacts and learn how a major metropolitan Chamber of Commerce manages its public image.
- **Mentorship:** Work closely with seasoned communications professionals who are invested in your career growth.

Qualifications

- Currently enrolled in an accredited college or university pursuing a degree in Communications, Public Relations, Marketing, Graphic Design, or a related field (eligible for college credit).
- Strong written and verbal communication skills with a sharp eye for grammar and detail.
- Experience with graphic design tools (such as Canva or Adobe Creative Suite).
- Familiarity with social media platforms (LinkedIn, Instagram, Facebook) and basic digital analytics.
- A self-starter attitude with the ability to manage multiple small projects at once.
- Ability to work on-site at our Jacksonville office on **Mondays and Wednesdays**.

How to Apply

To apply, please send your resume, a brief cover letter explaining why you want to work with the JAX Chamber, and 2-3 graphic design or writing samples (pdf or portfolio links welcome) to aimee.herrera@jaxchamber.com with the subject line *"Fall Communications Intern Application - [Your Name]"*.