



Boardman Chamber of Commerce

Chamber Assistant Intern Position Description

Duration: 2026-2027 School Year (Semester 1 and/or Semester 2)
Job Title: Chamber Assistant Intern
Supervisor: Chamber Executive Director, Torrie Griggs
Regular Hours: 5-15 hours a week
Schedule: Flexible schedule Monday-Friday 8:00 a.m. – 5:00 p.m.
Wage: Minimum wage

Overall purpose and objective of this position:

The purpose of this internship is to introduce the student to entry level chamber work and work on projects that directly relate to company goals.

Scope of Work:

- Assist with various Chamber events
- Contact members on follow-up calls/emails regarding membership or event participation
- Answer phones and greet guests
- Keep local kiosks stocked with information
- Conduct research on Chamber event trends
- File paperwork
- Other work as assigned

Preferred Skills

- Microsoft Word, Excel and Social Media knowledge
- Good organizational skills
- Good writing and verbal communication skills
- Demonstrates an ability to maintain a positive attitude and outlook, even during stressful situation
- Outgoing and willing to work with people of all backgrounds

Application Process

Application portal opens March 2nd, 2026, and application materials are required no later than April 3rd, 2026

- High School Intern Application
- Resume
- Cover Letter
- 1 Letter of Recommendation