



## Heppner Chamber of Commerce

### Office Staff/Mercantile Intern Position Description

**Duration:** 2026-2027 School Year (Semester 1 and/or Semester 2)  
**Job Title:** Heppner Chamber of Commerce Office Staff/Mercantile Staff  
**Supervisor:** Member Services & Events Director, Madison Rosenbalm  
**Regular Hours:** 5-15 hours a week  
**Schedule:** Flexible schedule Monday-Friday 8:00 a.m. – 5:00 p.m.

#### **Overall purpose and objective of this position:**

The purpose of this internship is to introduce the student to entry level Chamber work and what the Heppner Chamber/Willow Creek Economic Development Group does for the community. The student will be introduced to the community grant lifecycle and event planning.

#### **Scope of Work:**

- Assist with various Chamber events from weekly, monthly and annual events
- Contact members with regular communications
- Answer phones, greet guests and tourists
- Assist with the chamber boutique
- Keep tourist information at various locations
- Other work as assigned

#### **Preferred Skills**

- General computer skills: Microsoft Word, Excel, Google, Canva, and Social Media knowledge or willingness to learn
- Strong organizational skills
- Good communication skills. Comfortable with public speaking and written communications
- Positive attitude and friendliness to the public
- Will need to be prepared to work with diverse groups of people

#### **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