

IRRIGON CHAMBER OF COMMERCE

PO Box 678, Irrigon, OR 97844
Phone 541-626-2045



Board of Directors:

President: Hector Cano **Vice President:** Chrystal Moore **Secretary:** Cindy Turner
Treasurer: Barbara Mathis

Board Members: Charlene Cooley, William Pullen, Stephanie Case

Executive Director: Brenda Shockman

Duration: 2026-2027 School Year (Semester 1 and/or Semester 2)

Job Title: Chamber Assistant Intern

Supervisor: Chamber Executive Director, Brenda Shockman

Regular Hours: 5-15 hours a week

Schedule: Flexible schedule Monday-Thursday 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
- 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 all materials must be submitted before April 3rd, 2026.

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