

# **Holistic Chamber of Commerce**

Job Description: Office Intern Needed (unpaid)

## RESPONSIBILITIES

### Member Services Support

- Enter new names and email addresses into Constant Contact database
- New opt-ins
- New members
- Follow up on returned mail for corrected mailing addresses
- Follow up on returned email for corrected email addresses
- Create mailing labels for new member welcome packets
- Stuff and seal new member welcome packets

### Chapter Services Support

- Maintain chapter president process spreadsheet
- Mail rack cards
- Send page update reminders to presidents the day after their monthly meetings

## SKILLS & EXPERIENCE

- Microsoft Excel and Word

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