

FACC-Chicago – Internship – J1

September 2019 – February 2020

*Please note that the dates of this internship are **not** flexible.*

The French-American Chamber of Commerce of Chicago (FACC-Chicago) is a nonprofit dedicated to facilitating French and American economic ties through our Membership offerings, Trade Services, and our 45+ events per year. The FACC-Chicago is seeking an intern for a minimum of 6 months, starting in October 2019. Candidates would need to be able to commit to interning from at least October 2019-March 2020.

The internship involves writing and creating emails and scheduling social media posts, and other marketing experience opportunities. You would also assist in soliciting donations for our two annual fundraisers: Passport to France in November 2019 and our La Nuit des Etoiles Gala fundraiser in spring 2020, including making phone calls and sending emails, among other tasks.

It is an unpaid internship, however we provide an allowance of \$350 a month.

Both French and English are required for this internship. The main assignments in this role are:

- Working closely with FACC's Event Manager to plan the annual Passport to France fundraiser, an event that gathers between 800-850+ guests in the French-American community to celebrate French food, culture and Chicago-area French restaurants, boulangeries and restaurants.
 - o Includes assisting with procuring advertisements for the French Lifestyle Guide 2020, asking for silent auction donations and other tasks in preparation for the event

Specific duties include:

- Preparing creative event-related communications and social media posts
- Contacting companies, retail businesses and hospitality industry in France and the U.S. to solicit auction donations
- Contacting companies, retail businesses and hospitality industry to promote gala program advertising opportunities
- Supporting FACC's Event Manager in creating social media posts, the bi-monthly newsletter and website content.
- Conducting research and data analysis on industries and sectors in the Chicago and Milwaukee regions, including presence of French businesses in the area, regional and sectoral trends, emerging sectors, and market analyses.
- Providing general support for other monthly networking and industry-focused events.

Learn more: visit us www.facc-chicago.com – Facebook page – YouTube channel - Twitter

To apply, please email Molly McGrail, FACC-Chicago Event Manager, at mmcgrail@facc-chicago.com along with a **current resume and cover letter in English**.