

**FACC-Chicago – Fall Internship**  
**September 2019 – December 2019**

*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 September 2019 – December 2019 (the Fall Semester), who is available 10 hours a week.**

The internship involves marketing experience opportunities, such as assisting 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.

*Please note this is an unpaid 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 asking for silent auction donations and other tasks in preparation for the event

Specific duties include:

- 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
- 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.

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