

## FACC-Chicago – Spring Internship

January 2020 – May 2020

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 40+ events per year. **The FACC-Chicago is seeking an intern for January 2020 – May 2020 (Spring 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: our [Gala La Nuit des Etoiles](#) fundraiser on May 15, 2020, and our [Passport to France](#) fundraiser on November 19, 2020, including making phone calls and sending emails, among other tasks.

**A working knowledge of French and willingness to engage with people over the phone and via email is required. Please note this is an unpaid internship.**

The main assignments in this role, working closely with FACC's Event Manager, include:

- Contacting companies, retail businesses and hospitality industry in France and the U.S. to solicit:
  - 5-6 live auction donation packages for the annual Gala La Nuit des Etoile in May 2020
  - Silent auction donations for the annual Passport to France fundraiser in November 2020, 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.
- Contacting companies, retail businesses and hospitality industry to promote gala program advertising opportunities
- Other as assigned

**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)**.