

## FACC-Chicago - Spring Internship – J1

(Updated Nov. 2020)

The French-American Chamber of Commerce of Chicago is seeking an intern to join our team from March through August 2021, or longer. The main assignments in this role would be:

- Working closely with FACC’s Executive Director to plan our annual Nuit des Etoiles fundraising gala. Responsibilities would include:
  - Researching and contacting event sites or online platforms
  - Contacting companies, retail businesses and hospitality industry to solicit silent auction donations
  - Contacting companies, retail businesses and hospitality industry to promote advertising and sponsorship opportunities
- Supporting the FACC’s communications and marketing efforts by creating social media posts (Facebook, Instagram, Twitter) and content for emails and the website.
- 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 networking and industry-focused events.

Desired Qualifications:

- Oral and written fluency in English
- Excellent organizational skills
- Ability to communicate comfortably and effectively with a range of partners in both languages
- Ability to be entrepreneurial and think creatively

The FACC-Chicago offers a monthly stipend of \$360.

### **About the French-American Chamber of Commerce Chicago**

FACC Chicago is one of 20 chapters of the French-American Chamber of Commerce in the U.S. We are an independent, non-profit, member-driven organization whose mission is to develop and promote a thriving economic relationship between the United States and France, as well as to serve the ongoing business needs of individual and corporate members throughout the greater Chicagoland area. The FACC achieves these objectives by facilitating information sharing, networking and by offering international business services.