



Los Angeles Area
Chamber of Commerce

Summer Intern 2010
Southern California Leadership Network
February 4, 2010

Position:

The Summer Intern position is part of the Southern California Leadership Network (leadership programs division of the Los Angeles Area Chamber of Commerce) and reports to the Program Coordinator of SCLN.

Responsibilities:

- Assist with fundraising for our annual signature event, which includes sponsorship solicitation and venue research
- Assist with recruitment of community and regional leaders to participate in SCLN's programs
- Assist with planning issues-based seminar and Leadership summit, including online research, speaker invitations and logistics coordination
- Maintain database of key civic leaders and alumni
- Staff leadership events and seminars as needed
- Handle administrative tasks and scheduling as requested
- Other projects as designated by the SCLN staff

Work Schedule & Requirements:

This position will receive a stipend based on experience. The ideal candidate would be able to work 20-25 hours per week on a mutually agreed weekly schedule. Internship may extend past summer. The candidate would need to show initiative and work independently on projects. Strong writing and research skills, along with experience with Microsoft Office for Windows Vista are required. Familiarity with Web site content management systems a plus.

Application Process:

Please send a cover letter of interest and resume to Program Coordinator April Tam at atam@lachamber.com. Resume must be submitted by Monday, March 29, 2010.

***About SCLN:** The mission of the Southern California Leadership Network is to develop a productive network of exemplary and diverse leaders in the business, government and community sectors who are capable of addressing the critical challenges facing the Southern California region. Please visit www.leadershipnetwork.org for more information.*

***About the Chamber:** By being the voice of business, helping its members grown and promoting collaboration, the Los Angeles Area Chamber of Commerce seeks full prosperity for Los Angeles region. As a trustee for the current and future welfare of the region, the Los Angeles Area Chamber of Commerce champions economic prosperity and quality of life. Please visit www.lachamber.com for more information.*