



JOB DESCRIPTION

Governmental Affairs Intern

HOURS: Minimum of 10 hours per week including Thursday mornings
LOCATION: San Luis Obispo Chamber offices (895 Monterey St, downtown SLO)
REPORTS TO: Director of Governmental Affairs

POSITION DESCRIPTION

The San Luis Obispo Chamber of Commerce seeks a Governmental Affairs Intern to join our team for the Spring 2020 quarter. We're looking for a smart, creative individual who hopes to gain professional experience while building their knowledge of local policy and community organizing.

Since 1904, the SLO Chamber has worked to enhance the economic prosperity and community well-being of the San Luis Obispo region. Our focus is on creating the best possible environment for people to live, raise their families and pursue their passions in the place they love.

Your efforts will help us forward this work as outlined in our economic vision, [Imagine SLO](#).

DUTIES WILL INCLUDE:

- Researching proposed policies and ballot measures
- Identifying credible speakers and potential stakeholders on many sides of an issue
- Working with a board of directors and more than 140 volunteers
- Leveraging events and communications opportunities to achieve advocacy goals
- Bringing together diverse stakeholders to discuss legislative and economic development issues
- Collaborating with team members on projects, stories and ideas
- Other duties as assigned

AS AN INTERN AT THE SLO CHAMBER, YOU WILL:

- Gain a deeper understanding of the issues that impact local businesses
- Learn to coordinate and manage events and large meetings
- Work in an office environment where you'll gain teamwork and project management skills
- Begin to build your network of professional contacts

REQUIREMENTS:

- Background in public policy, corporate meeting management, urban planning or other related discipline
- Proficient in Microsoft Office Suite
- Must show initiative, multi-task, prioritize and meet deadlines
- An ability to concisely convey compelling messages, both in person and in writing
- A positive attitude and willingness to work with the team to achieve organizational goals
- Strong organizational skills and attention to detail

ELIGIBILITY:

- Internships require working a minimum of 10 hours per week
- You must be at least 18 years of age with a degree in a related discipline or be a graduate or undergraduate student entering your junior or senior year
- This is an unpaid internship

Interested? Please submit resume and 1-3 writing samples to molly@slochamber.org.