



INTERNSHIP POSITION
Sales Department

WHO WE ARE, WHAT WE DO

Choose Chicago® is the official destination marketing organization for Chicago, Illinois. Our mission is to bring regional, national and international business and leisure visitors to Chicago for the economic benefit of the city, the community and its membership. For more information visit www.ChooseChicago.com.

INTERNSHIP OVERVIEW

Choose Chicago is seeking one (1) qualified intern who is able to work a minimum of 24 hours per week (Tuesday-Thursday) with the Sales team providing administrative and coordination support to the Sales department in providing support to the entire team that sells Chicago as a must-see destination, and in raising awareness of Choose Chicago among partners and stakeholders. This internship provides a college/university student the opportunity to combine academic learning with actual experience in a work environment where the student can apply concepts and principles learned in the classroom. Choose Chicago will provide guidance and support to allow the student to develop knowledge about Sales as a whole at Choose Chicago.

REPORTS TO: Sales Department

RESPONSIBILITIES

- Assist with entering new Internal Sales Leads accurately and on time
- Assist the Sales Coordinators with preparing and coordinating client site visits; arrange transportation, confirm appointment, create site booklets and gift orders
- Collect contracted room night numbers from confirmed hotel(s) for inHouse leads
- Collect final pickup room night numbers from confirmed hotel(s) for inHouse leads
- Assist sales team in city bid presentations (Research data, prepare graphs, slides, etc.)
- Enter flight requests for the sales team
- Perform other sales departmental duties as assigned

REQUIREMENTS

- Rising sophomore or junior college/university student majoring in Sales or Communications is preferred, not required
- Passionate, hard worker
- Well organized professional with the ability to prioritize
- Ability to multi-task, shift focus quickly and balance multiple projects at any given time
- Ability to meet deadlines
- A high degree of confidentiality, discretion and sound judgement
- Strong attention to detail, self-motivated, organized and flexible work style
- Proficient using the latest versions of Microsoft Excel, Word, PowerPoint and Outlook
- Represent Chicago in a professional manner with internal and external clients
- Take initiative and work with minimal supervision
- Ability to proofread alpha and numeric data
- Ability to work cooperatively and communicate effectively with a positive attitude
- Ability to maintain composure under stress

Intern Period: June – August 2022
Hours: Work a minimum of 24 hours per week
Positions Open: One (1)
Office Location: Choose Chicago, 301 E Cermak Rd. Chicago, IL. 60616
Wages: \$15.00/hour

****Submit resume to resumes@choosechicago.com with subject line Sales Internship.**
Choose Chicago is an equal opportunity employer. **