



Partnership - INTERNSHIP POSITION
Partnership Department

WHO WE ARE, WHAT WE DO

Choose Chicago® is the official destination marketing organization for Chicago, Illinois. Its 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.

The Partnership department promotes the interests of the visitor industry and our partner organizations.

JOB OVERVIEW

Under the supervision of the Vice President of Partnership and the Partnership Manager, this position assists with the onboarding of new partnerships, execution of student partnership program, Chicago Restaurant week 2023, monthly partner events, maintenance of partner database, and administrative duties.

RESPONSIBILITIES

- Update partner account data in CRM system
- Assist with new partner outreach
- Assist with managing the student partnership program
- Assist with Chicago Restaurant Week 2023 (registration, restaurant outreach, database updates)
- Assist with monthly partner events
- Administrative duties
- Perform other related duties and responsibilities as assigned

REQUIREMENTS

- Minimum of 1 year of customer service or visitor service environment experience in the hospitality, tourism, retail or event planning industry
- Junior or above in college preferred
- Excellent organizational skills with consistent follow through and attention to detail
- Excellent written and oral communication skills, including interpersonal, correspondence, personal/face-to-face, telephonic and electronic means
- Must demonstrate excellent customer service skills while maintaining a courteous and professional demeanor at all times
- Ability to work with an in a team environment and ability to interact with supervisors, staff and the public
- Familiar with Chicago as a tourist destination
- Must be a self-starter with limited supervision
- Must be able to present and communicate information in a friendly, welcoming manner in high-volume and sometimes difficult situations
- Must be appropriately dressed at all times, including required footwear
- Ability to multitask and work in a fast paced environment
- Possess and demonstrate the operation of computers and computer programs, such as Microsoft Word, Outlook, Excel and the use of the Internet
- Excellent phone etiquette

Intern Period: June 2023 – March 2024
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: \$17.00/hour

****Submit resume to resumes@choosechicago.com with subject line Partnership Internship.**

Choose Chicago conforms to all the laws, statutes, and regulations concerning Equal Employment Opportunity and Affirmative Action. We strongly encourage Women, Minorities, Individuals with Disabilities, and Veterans to

apply to all of our job openings. We are an Equal Opportunity Employer and all qualified Applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, genetic information & testing, Family & Medical Leave, sexual orientation and gender identity or expression, protected Veteran status, or any other characteristic protected by law.

Positions Open: One (1)
Office Location: Choose Chicago, 72 East Randolph Street, Chicago, IL 60601
Wages: \$15.40 per hour

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Choose Chicago is an equal opportunity employer. ****