



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 2024, monthly partner events, maintenance of partner database, and administrative duties.

RESPONSIBILITIES

- Assist with managing the student partnership program
- Assist with new partner outreach
- Assist with Chicago Restaurant Week 2025 (registration, restaurant outreach, database updates)
- Assist with monthly partner events
- Update partner data in CRM system
- Perform other related administrative 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
- Must have a strong knowledge of computer programs, such as Microsoft Word, Outlook, Excel, Google Docs and use of the internet
- Excellent written and oral communication skills, including interpersonal, correspondence, personal/face-t-face, and electronic means
- Ability to multitask and work in a fast-paced environment
- Junior or above in college preferred
- Excellent organizational skills with consistent follow through and attention to detail
- Must demonstrate excellent customer service skills while maintaining a courteous and professional demeanor at all times, especially in high-volume and sometimes difficult situations
- Familiar with Chicago as a tourist destination
- Must be appropriately dressed at all times, including required footwear

Intern Period: June 2024 – March 2025
Hours: Work a minimum of 20 hours per week
Positions Open: One (1)
Office Location: Choose Chicago, 301 E Cermak Rd. Chicago, IL. 60616
Wages: \$20.00/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.