

Greater Boerne Chamber of Commerce
126 Rosewood Avenue, Boerne, TX 78006
Position Description

Position Title: Governmental Affairs Intern

Reports to: The President of the Chamber

Summary:

The Governmental Affairs Intern, under the direction of the President and with the help of the Governmental Affairs Council, is responsible for coordinating all Chamber-sponsored Governmental Affairs meetings and forums. This includes assistance with obtaining the venue, speakers, registration, marketing the event and other details as set forth from time to time. The Intern will be expected to keep records of each event's attendance and critiquing and development of the Governmental Affairs Program for the Governmental Affairs Council.

Knowledge, Skills, Abilities, Education:

- Demonstrable interpersonal and organizational skills including flexibility, the ability to take direction, and the ability to multi-task.
- The ability to participate in some after-hours and occasional weekend functions.
- Computer proficiency in database software as well as Microsoft office systems including Excel, PowerPoint, Word, Photoshop, and the Internet.
- Knowledge of current issues affecting the Chamber's business members.
- Excellent verbal and written communication skills.

Essential Functions:

- Assist in developing the Chamber's Annual Legislative Agenda for public policy at the local, state and federal levels.
- Oversee planning and logistics for all Council events, meetings and public forums.
- Ability to attend City Council and County Commissioners Court meetings and other meetings as assigned. (Shadow the President and meet key players)
- Background research on issues affecting the business community.
- Establish relationships with key legislative contacts and communicate with them on issues that we can educate our members about.
- Manage and promote the Chamber's Get Out the Vote Campaign.
- Assist Council in obtaining speakers on current issues facing our membership.

Other Duties:

- Attend monthly Governmental Affairs Council Meetings.
- Represent the Chamber in the President's absence at various meetings to gather information.
- Other duties and responsibilities as assigned.

There is a stipend that will be paid if internship is satisfactorily completed based upon critiques from Chamber's Governmental Affairs Council and the students professor.

If interested, please contact Andrea Aleman at 210-458-4627 or Andrea.Aleman@utsa.edu