

## **JOB DESCRIPTION**

### **Business Expo Intern**

#### **Method of Selection**

The Business Expo intern is recommended by the Small Business Programs Manager.

#### **Nature and Extent of Responsibilities**

- A. Basic Function  
Assist with planning, managing and implementing the Business Expo, a one day business-to-business tradeshow for members of the Greater Raleigh Chamber of Commerce. The 2011 Business Expo will be held on Wednesday, April 20 at the Raleigh Convention Center.
- B. Specific Functions Performed
  1. Assists with booth registration and placement for all exhibitors and sponsors
  2. Management of Exhibitors in database
  3. Assists with all Expo mailings and materials
  4. Assists with Exhibitor workshop on and February 11.
  5. Handles all electrical orders for exhibitors and sponsors
  6. Handles all exhibitor and sponsor nametags
  7. Assists with all aspects of Business Expo set-up on April 19 and all day at the event on April 20.

#### **Supervision**

None

#### **Accountability**

The Business Expo Intern is responsible to the Small Business Programs Manager, the Vice President of Membership Services & Small Business and ultimately the President.

#### **Qualifications**

Experience with Microsoft Word and Excel. Valid driver license required. Successful candidates will demonstrate team spirit, commitment, flexibility, outstanding service attitude and work ethic and the ability to work in a fast-paced environment.