

## **About Us**

Asian American Chamber of Commerce serves Asian business in the Delaware Valley. It is a membership nonprofit organization which serves businesses, individual entrepreneurs and nonprofit organizations for the growth of economy and employment in the Greater Philadelphia area.

## **Description/Summary**

**AACCGP is looking for interns who is passionate about supporting small businesses and entrepreneurs and/or being an entrepreneur one day. This individual has the ability to cultivate business skills, learn about city, state and federal programs available, financial/capital support while working with local, state, international and diverse Chambers of Commerce, Corporate Diversity and Inclusion officers, City officials, Financial Institutions, other non-profit organizations and many more...**

**The intern will report and work directly with the Director of Programs and Operation to develop programs, execute events and projects, attend meetings to represent the organization and assist as needed on all operational and program needs.**

## **Responsibilities**

- Work collaboratively with President and Director of Programs and Operation to meet deadlines and complete projects
- Research and Outreach to Asian Businesses and Asian supported businesses
- Attend meeting and events to represent the organization
- Administration work – answer phones, newsletter, event promotion, etc...

## **Requirements (Skills, Knowledge, Abilities)**

- Must be able to calmly multi-task under tight deadlines.
- Excellent organizational and problem-solving skills.
- Outstanding communication skills, both written and verbal.
- Pursuing a degree in business, international business or related field.
- Knowledge of Photoshop or graphics is a plus

Job Type: Part-time Internship (non pay) for credit available

Job Location:

- Center City, Philadelphia, PA

Required education:

- Seeking Junior, Seniors or MBA/MS Students

Required experience:

- Business environment and office experience

Please send cover letter and resume to Betsy Lee at [blee@asianchamberphila.org](mailto:blee@asianchamberphila.org)