



VIRGINIA ASIAN CHAMBER OF COMMERCE – WWW.AABAC.ORG

FALL-2016 & WINTER & SUMMER 2017

INTERNSHIP OPPORTUNITY ANNOUNCEMENT IN RICHMOND AND NORFOLK, VIRGINIA

VIRGINIA ASIAN CHAMBER OF COMMERCE SEEKS QUALIFIED STUDENTS INTERESTED IN OBTAINING A UNIQUE MULTI-CULTURAL AND BUSINESS INTERNSHIP EXPERIENCE WITH THE CHAMBER IN ITS COMMUNITY OUTREACH, EVENT MANAGEMENT, MARKETING, BUSINESS DEVELOPMENT, AND EDUCATION PROGRAMS FOR STUDENTS MAJORED IN PUBLIC RELATIONS, EVENT PLANNING, ARTS, ADVERTISING, WRITING, AND COMMUNICATIONS. WE LOOK FOR STUDENTS INTERESTED IN HELPING US WITH PROJECTS AND EVENTS THROUGH:

1. DOMESTIC AND GLOBAL COMMUNITY OUTREACH
2. EVENTS MANAGEMENT - LOGISTICS
3. JOURNALISM/PUBLIC RELATIONS/ENTREPRENEURSHIP DEVELOPMENT/INTERNATIONAL BUSINESS TRADE AND INVESTMENT
4. GRAPHIC DESIGN/MARKETING
5. BUSINESS OPERATIONS OF A BUSINESS TRADE ASSOCIATION/MEMBERSHIP SERVICE

2 WORKSITE LOCATION: DOWNTOWN RICHMOND OR DOWNTOWN NORFOLK

- IN RICHMOND – AT DOWNTOWN RICHMOND SUNTRUST BANK HEADQUARTERS- 919 EAST MAIN ST, RICHMOND, VA, ON PUBLIC BUS LINE STUDENT CAN ALSO WORK PART OF THE WEEK FROM HER-HIS HOME OFFICE (FLEXIBLE WORK SCHEDULE). MENTORING WILL BE PART OF THE INTERNSHIP.
- IN NORFOLK- – AT DOWNTOWN NORFOLK BBT BUILDING – 500 MAIN ST, NORFOLK, VA, ON PUBLIC BUS LINE. MENTORING WILL BE PART OF THE INTERNSHIP.

OF POSITIONS:

- RICHMOND LOCATION SITE: SCHEDULE: BETWEEN 10 AND 5 PM - MONDAY TO FRIDAY IN DOWNTOWN RICHMOND ON VCU BUS LINE - 4-5 HRS WEEKLY – NON PAID INTERNSHIP. 3 AVAILABLE POSITIONS
- NORFOLK LOCATION SITE: SCHEDULE: BETWEEN 10 AND 5 PM – FRIDAYS ONLY IN DOWNTOWN NORFOLK ON PUBLIC BUS LINE – 6-8 HRS WEEKLY – NON PAID INTERNSHIP. 2 AVAILABLE POSITIONS

ACADEMIC CREDIT: ACADEMIC CREDIT CAN BE ARRANGED. THIS INTENSE INTERNSHIP AS EARNED UNDERGRADUATE AND GRADUATE STUDENTS FOR ACADEMIC CREDITS AT THE 3.00 OR 4.00 CREDIT LEVEL CLASSES, OR DIRECT STUDY.

INTERN TASK DESCRIPTION: TASKS WILL BE CUSTOMIZED FOR EACH STUDENT BASED ON STUDENTS MAJOR AND INTEREST- MAJORITY OF TASKS ARE PROFESSIONAL LEVEL- WITH EMPHASIS ON GRAPHIC DESIGN USING PHOTO SHOP - ADOBE- RESEARCH- WEBSITE MAINTENANCE (USING WORDPRESS) - SOCIAL MEDIA- EVENT MANAGEMENT-WITH SUPERVISOR 'S GUIDANCE AND COACHING.

QUALIFICATIONS:

SOPHOMORE LEVEL AND UP - GRADUATE AND UNDERGRADUATE COLLEGE STUDENTS MAJORED IN ALL MAJORS RELATED TO LIBERAL ARTS- COMMUNICATIONS- JOURNALISM- INTERNATIONAL STUDIES. MUST HAVE LAP TOPS. MICROSOFT SUITE- PHOTO SHOP (PREFERRED)

LEARNING BENEFITS- TRACK RECORD OF EMPLOYMENT OBTAINED AFTER INTERNSHIP COMPLETION AND GRADUATION FROM COLLEGES AND UNIVERSITIES

EXPOSURE TO STATEWIDE ASIAN BUSINESS MEMBERSHIP-COMMUNITY, SMALL BUSINESS, CORPORATE WORLD, NON PROFITS, SERVICE AGENCIES, EMBASSIES

CONTACT: MS. MY LAN TRAN, EXECUTIVE DIRECTOR * WWW.AABAC.ORG - EMAIL: AABAC@AABAC.ORG -TEL: (804) 502-8081. PLEASE SEND A RESUME.