



## Greater Grays Harbor, Inc Membership Support Intern

Greater Grays Harbor, Inc. is looking for a highly motivated **Membership Support Intern**. This *part-time, non-exempt role* is perfect for someone with excellent customer service, attention to detail and a desire to celebrate and support our local business community.

Greater Grays Harbor, Inc (GGHI) serves all core functions as a regional economic development council and regional chamber of commerce as well as mixing in some programs unique to Grays Harbor County.

As part of the GGHI team you will fill the essential role of making sure our members are taking full advantage of the benefits of membership. You'll engage with local business owners and leaders daily while providing them information and resources to make their business healthier and their problems solved. This is the place that every phone call or handshake is an interview for your next professional opportunity!

### **Internship Details**

- Position to start no earlier than September 20, 2021 and scheduled to end December 10, 2021. Extension of internship is available for successful candidate.
- \$15/hour
- 10-15 hours per week, Monday-Friday
  - *The ideal candidate can be at the office from 3:00pm-5:00pm, Monday-Friday. Employer will work with the candidate to create the best schedule that meets the goals of the both the employer and the employee.*
- Mileage reimbursement for travel related to job duties. Any travel is likely to be in Grays Harbor County.
- No other benefits are included.

### **Key Duties**

- Database updates and maintenance.
  - Candidate will be trained on database software
- Customer outreach to update database
- Promotion of member benefits and provide user support.
- Create volunteer management tools and communications.
- Support volunteers through communications and meeting management.
- Act as front desk welcome/greeter during shift. This includes providing details on tourism and residents and visitors alike with Grays Harbor County resources like maps and brochures.
  - Training provided.

### **Essential Competencies and Experiences**

- Competencies
  - Top level customer service.
  - Independent work style.
  - Problem solver and proactive.
  - Open to feedback.
  - Accountable.
  - High work capacity.
  - Team player – enjoys collaboration.

- Education
  - Some post-secondary coursework or 2+ years of equivalent experience
- Experience
  - 1+ years' experience in a hospitality, public relations, or related field
  - Required: Microsoft Office (Word, Excel, PowerPoint, Outlook, Publisher), Google Drive
  - Preferred: Slack, Adobe, Hootsuite, Asana, Constant Contact

*To apply:*

Please submit cover letter, resume' and no less than 3 professional references (including contact information) to Lynnette Buffington, CEO, Greater Grays Harbor, Inc. at [lbuffington@graysharbor.org](mailto:lbuffington@graysharbor.org).

Applications will be reviewed on a rolling basis. *Priority* review for applications received by **September 10, 2021**.

To learn more about GGHI please visit [www.graysharbor.org](http://www.graysharbor.org)

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