



Company/Organization: Arizona Hispanic Chamber of Commerce

Position: Digital Marketing Intern

The AZHCC has an immediate opening for a highly motivated individual, who is a self-starter with excellent organizational, time management, and communication skills to fulfill the mission of the Arizona Hispanic Chamber of Commerce by helping promote educational event programs and fostering community development among small business members, corporate partners and community organizations.

Position Description: Assisting with all digital marketing outreach, as well as play a key role supporting Digital Marketing Manager in the organization, execution, and marketing of large signature events, member events and AZHCC member campaigns.

Minimum Qualifications:

- Flexible with a capacity to be nimble in a fast paced ever- changing work environment
- Proficient use of computer applications including MS Word, Excel Outlook, PowerPoint
- Knowledge of marketing and graphic design concepts and use of Adobe Creative Suite
- Previous social media management or digital marketing experience preferred
- Spanish/ English bilingual preferred but not required
- Positive, enthusiastic and cooperative attitude
- Maintain professional attitude and demeanor
- Detail oriented with a desire to organize the digital/social media elements of marketing communications
- Knowledge of social media advertising and content creation

Duties/ Responsibilities:

- Assist Digital Marketing Manager with managing and executing content calendar planning, communications outreach through digital channels such as Facebook, LinkedIn, Twitter, Instagram, YouTube, MailChimp, etc.
- Track performance through digital channels, analytics using Google Analytics, Social Media Insights, etc. and provide detailed statistics.
- Help Maintain AZHCC website as well as update content using Growth Zone and Word Press.
- Planning and executing pre-event digital marketing/communications plan and on-site social media plan.
- Manage digital marketing event sponsorship fulfillment for over 70 corporate partners
- Create sponsorship recap decks for all corporate and event sponsorship partners
- Assist with event marketing and promotions including event flyers, website event registration via Growth Zone (ensuring accurate details and data are collected), web promotion, social media marketing, e-newsletters and more.
- Ensure event is captured on video, photos, or live streamed for future event promotions.
- Create and manage post event surveys and send follow up emails to attendees with presentation materials.



- Provide general meeting and event support as necessary
- Other duties as assigned

Please submit your resume and cover letter to our Digital Marketing Manager, Maria S. Rascon, at marias@zhcc.com