

## POSITION DESCRIPTION

### Contractor / Intern for Small Business, Communications, Programs & Policy Support

The San Jose Chamber of Commerce is seeking a contractor or an experienced intern with interest in and appreciation for San Jose's diverse small business community to support our Small Business Committee (SBC) and related Chamber initiatives. This role requires a 7-month minimum commitment for continuity of service.

A critical part of this role will be helping ensure programs, communications, and resources are accessible and translatable into key languages, including Spanish and Vietnamese.

#### KEY RESPONSIBILITIES

##### Program & Event Support

- Lead and manage logistical tasks for all SBC programs, workshops, and events.
- Support programming needs including event set-up, day-of support, and event clean-up.
- Coordinate timelines and ensure the collection of critical assets (speaker bios, headshots, logos, presentation content).
- Ensure all materials and resources are prepared and delivered on time.
- Monitor progress and flag potential delays to ensure timely execution.

##### Communications & Outreach

- Serve as a liaison between the SBC and Chamber staff to ensure alignment of goals and expectations.
- Coordinate social media and marketing content in collaboration with SBC members and Chamber staff.
- Create graphics and promotional materials to support SBC programs and outreach.
- Assist with member communications, outreach, and follow-ups related to SBC initiatives.
- Support translation of content and programs to increase accessibility.

##### Resource Development

- In conjunction with the Policy Manager, craft member resource guides and tool kits (e.g., ADA compliance toolkit) for website publication.
- Support development of small business resource pages for broader Chamber membership.

##### Data & Research

- Conduct data collection and research to inform SBC programming and resource development.
- Provide summaries and transfer relevant information to appropriate Chamber staff.

##### Meetings & Documentation

- Generate and distribute meeting agendas and meeting materials at least 2 days before each meeting.
- Attend SBC and related meetings, accurately capture meeting notes, and distribute timely minutes.
- Track follow-up items to ensure accountability.

##### Qualifications

- Promptly responsive with strong organizational and time-management skills.
- Self-motivated and detail-oriented with excellent written and verbal communication skills.
- Experience with social media management and basic graphic design tools (e.g., Canva, Adobe Spark, etc.)
- Commitment to making programs and resources accessible, including support for translation.
- Ability to take initiative, problem-solve, and manage multiple priorities.

##### Commitment

- November through June, though flexible.
- Hours per week dependent on individual's availability and interest in taking on additional projects.
- Must be available for in-person program/event execution.

#### TO APPLY:

Prepare and send a proposal inclusive of your experience, education and professional goals (not to exceed 1,000 words) along with your estimated contract cost to [info@sjchamber.com](mailto:info@sjchamber.com)