



Job Description

Contractor / Intern – Small Business, Communications, Programs & Policy Support

The San Jose Chamber of Commerce is seeking a motivated, detail-oriented individual to support the Small Business Committee (SBC) and related Chamber initiatives. This role may be filled by either a contractor or an experienced intern able to commit to a 7-month engagement for continuity of service.

The SBC's goal is to reach San Jose's entire small business community. 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 San Jose 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 for Spanish- and Vietnamese-speaking business owners.

Resource Development

- In conjunction with the Policy Manager, craft member resource guides and tool kits (e.g., ADA compliance toolkit) for the SBC website.
- 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

- Attend SBC and related meetings, accurately capture meeting notes, and distribute timely minutes.
- Track follow-up items to ensure accountability.

Qualifications

- Strong organizational and time-management skills.
- Excellent written and verbal communication skills.
- Experience or comfort with social media management and basic graphic design tools (e.g., Canva, Adobe Spark, or similar).
- Interest in and appreciation for San Jose's diverse small business community.
- Commitment to making programs and resources accessible, including support for translation into Spanish and Vietnamese.
- Ability to take initiative, problem-solve, and manage multiple priorities.

Commitment

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