

Date: February 12, 2010

Hours: Part-time, 10-15 hours per week (start date TBD, possibly summer)

Pay: TBD

Description: **JOB SUMMARY:**

The IT intern, under the direction of the president of the Apex Chamber of Commerce, assists in all marketing and business development activities, including database management, marketing research and design, web site maintenance, distribution and delivery of marketing materials, administrative support, and other duties as assigned.

The intern must be a self-starter with strong technical skills.

Requirements

- Excellent written and communication skills required
- Strong technical skills to find solutions independently
- Proficient in Microsoft Word, Excel and Publisher
- Valid driver's license and transportation required
- HTML experience preferred but not required

If interested, please sign-up below to be considered for an interview.

Name/phone number/email address
