

**Cook Family Foundation Fellow**

**Shiawassee Regional Chamber of Commerce**

35 hours per week, On-site

Compensation: \$18 per hour

**Internship Overview**

The Shiawassee Regional Chamber of Commerce seeks a motivated and professional Cook Family Foundation Fellow to support marketing, membership services, event support & community engagement, and overall operations.

This role offers a well-rounded, hands-on experience inside a membership-based nonprofit organization that serves businesses, nonprofits, and community partners across Shiawassee County and beyond.

The Fellow will work directly with Chamber leadership and staff to support marketing outreach, member engagement, CRM systems, and operational functions that keep a nonprofit organization running smoothly. The experience is designed to provide exposure to nonprofit management, small business/community engagement, and event planning.

**Internship Goal**

Provide meaningful operational and membership support while developing a clear understanding of how a membership-driven nonprofit advances business growth, community leadership, and regional collaboration.

**What You Will Work On**

**Marketing & Communications**

- Assist with drafting newsletters, social media posts, and promotional materials
- Support marketing efforts that highlight members, sponsors, and community initiatives
- Help coordinate outreach to partners and stakeholders
- Contribute to content that strengthens the Chamber's visibility and value proposition

**Membership & CRM Support**

- Assist with maintaining and organizing member data within the Chamber's CRM system
- Support member onboarding processes and help track engagement
- Help prepare membership reports and engagement summaries
- Assist with outreach to prospective and current members

**Event Support & Community Engagement**

- Assist with planning and executing Chamber events, including networking programs and signature events
- Support event registration, communications, logistics coordination, and follow-up
- Engage with members, volunteers, sponsors, and community partners at events
- Help document event outcomes and feedback

### **Operations & Administration**

- Support day-to-day administrative functions
- Assist with organizing internal systems and documentation
- Contribute to process improvements that strengthen efficiency and service delivery
- Participate in team meetings and strategic discussions

### **Key Deliverables**

By the end of the internship, the Fellow will help produce:

- A documented membership engagement support process or improvement recommendation
- Event support systems or templates that can be reused by staff
- A summary of marketing or outreach initiatives supported during the internship
- A brief final reflection outlining insights and recommendations for future operational improvements

### **Skills & Experience Gained**

- Practical experience in nonprofit management and operations
- Exposure to membership-based organizational models
- Event planning and execution experience
- CRM and data management skills
- Business and community engagement experience
- Professional communication and project coordination skills

### **Ideal Candidate**

- Interest in nonprofit management, business, communications, or community development
- Strong organizational and communication skills
- Comfortable interacting with business leaders and community members
- Detail-oriented and able to manage multiple projects
- Professional, curious, and eager to learn

## Why This Internship Matters

The Shiawassee Regional Chamber of Commerce plays a central role in connecting businesses, nonprofits, civic leaders, and community partners. The Fellow's work will directly support local employers and entrepreneurs while contributing to initiatives that strengthen the region's economic vitality.

This internship provides meaningful responsibility, access to community leadership, and insight into how a mission-driven, membership-based nonprofit operates and sustains impact.