

Job Title: Summer Social Media & Marketing Intern
Organization: Greater Lowell Chamber of Commerce
Location: 100 Merrimack St. Suite 410, Lowell, MA
Duration: Summer Internship (Dates flexible)
Hours: Part-time (5-10 hours per week)



Position Overview:

The Greater Lowell Chamber of Commerce is seeking motivated and creative college students for our Summer Social Media & Marketing Internship to support our marketing and communications efforts. This is an excellent opportunity for a college student interested in digital marketing, content creation, and community engagement to gain hands-on experience in a fast-paced, mission-driven organization.

Key Responsibilities:

- Assist in creating and scheduling social media content across platforms (Facebook, Instagram, LinkedIn, etc.)
- Capture photos and videos at Chamber events for real-time and future content.
- Support the development of marketing campaigns and promotional materials.
- Monitor social media engagement and assist with responding to messages and comments
- Help maintain content calendars and track performance metrics.
- Provide general administrative support, including data entry, event preparation, and office tasks.
- Assist staff during Chamber events, including setup, check-in, and breakdown.

Qualifications:

- Current college student (or recent graduate) pursuing marketing, communications, business, or a related field.
- Strong interest in digital marketing and social media content creation.
- Familiarity with major social media platforms and trends.
- Excellent written and verbal communication skills.
- Organized, detail-oriented, and able to manage multiple tasks.
- Willingness to be hands-on and assist with both creative and administrative work.

Requirements:

- Must be available to work in-office regularly
- Must be available to attend and support events, which may take place in Lowell, Dracut, Tewksbury, Chelmsford, Tyngsborough, Westford, or Billerica.

What You'll Gain:

- Real-world experience in social media management and digital marketing
- Opportunity to build a professional portfolio with event and campaign content
- Networking opportunities with local businesses and community leaders
- Exposure to event marketing and nonprofit/Chamber operations