**Balch Springs Chamber of Commerce**

**Administrative Specialist**

**Administrative Specialist Project**

**Initial Targeted Parameters**

* Year
* $20/hour
* 19.5 hours per week
* Funding from Dallas College for 1 intern

**Eligibility**

* Pursuing a business management, or communications degree
* Customer Friendly and excellent service
* Preparing, organizing and storing information in paper and digital form
* Social Media Development
* Dealing with queries on the phone and by email
* Arranging post and deliveries
* Greeting visitors at receptions
* Managing diaries, scheduling meetings
* Helping team monitor the budget of each project
* Planning event details and aspects, including vendor layout
* Advanced knowledge and use of Microsoft Office Suite including Adobe Pro
* Reviewing the progress and success of a campaign, making adjustments or pitching ideas for new campaigns as necessary
* Planning for potential scenarios that could impact the integrity of the event
* Ability to establish and maintain effective working relationships with city employees, chamber partners and members
* Understanding and use of social media platforms and free marketing programs
* Conducting market research to determine a target audience’s needs, wants, habits, interests and other relevant factors used in creating targeted marketing campaigns
* Establishing and maintaining relationships with members, and partners

**Roadblocks**

* Personal Office Space, Personal Printer, Personal Scanner

**Proposed Events**

* Planning and implementation of Events and Projects to benefit the Community and Chamber
	1. Design Flyers and Marketing Material
	2. Outlining the Budget
	3. Reviewing Membership Applications
	4. Preparing, Mailing and Emailing Invoices
	5. Research for Events and Projects
	6. Planning for Business Expo and Taste Event
	7. Planning for 2022 Golf Tournament
	8. Planning for Zoom and SBA Lunch and Learn
	9. Planning for Grand Opening and Ribbon Cuttings
	10. Planning for Chamber Member After Hour Receptions
	11. Marketing Dubai Tour for 2023

**Skills Acquired**

* + Strategic Planning
	+ Customer Service
	+ Flyer Design
	+ Social Media
	+ Surveys
	+ Budget
	+ Research
	+ Reviewing applications
	+ Phone Calls
	+ Team Work
	+ Sponsorship Page Design
	+ Preparation of Marketing Materials
	+ Cataloging Development Photos
	+ Archiving and Disposition
	+ Appling concepts of Record Management