



Leadership Programs Intern

Location: San Antonio, TX (On-site support required for events)

Reports to: Director of Leadership Programs

Hours: 15–20 hours/week (some early-morning/evening event coverage)

Compensation: \$15/hr

About the San Antonio Hispanic Chamber of Commerce (SAHCC)

Founded in 1929, the **San Antonio Hispanic Chamber of Commerce (SAHCC)** is the oldest Hispanic chamber in the nation and one of the most distinguished, holding a **5-Star Accreditation** from the U.S. Chamber of Commerce. SAHCC serves as the region's leading **advocate, resource, and connector** for small businesses, entrepreneurs, and professionals across every industry sector.

Through innovative programs, community partnerships, and signature events, SAHCC works to grow small businesses, develop leaders, and strengthen San Antonio's economic and cultural vitality for all who call San Antonio home.

Position Overview

If you're a lifelong learner who thrives on community engagement and leadership development, this internship offers an opportunity to grow your skills while contributing to two of San Antonio's most impactful leadership programs: Alexander Briseño Leadership Development Program (ABLDP) and Latina Leadership Institute (LLI).

The Leadership & Development Program Intern will assist with class-day coordination, participant engagement, and data management, helping strengthen connections between the Chamber, program alumni, and community leaders.

Responsibilities

- Assist with class day administrative coordination, including setup, materials preparation, and attendee check-ins.
- Provide scheduling support for guest speakers, meetings, and leadership program sessions.
- Gather, organize, and analyze participant feedback to support continuous improvement of program content and logistics.
- Support communication and outreach efforts with program participants, alumni, and facilitators.
- Assist in tracking attendance, participation, and engagement metrics for reporting purposes.
- Help prepare presentations, agendas, and materials for class days, steering committee meetings, and special events.
- Coordinate with vendors and venues for event logistics, such as catering, audio/visual setup, and signage.
- Maintain accurate program files, rosters, and databases.
- Support the planning and execution of graduation ceremonies and other milestone events.
- Conduct research on leadership best practices, community engagement, and potential speakers or partners.
- Draft content and design materials for leadership programs, events, sponsorship packets, and e-blasts.
- Identify new potential partnerships and funding opportunities to grow SAHCC's Leadership and CORE4 STEM programs.
- Assist in the preparation of committee and Board of Directors meetings.
- Provide assistance at special events, if schedule permits.
- Perform all other duties as assigned.

Qualifications

- Pursuing or recently completed a degree in Public Administration, Nonprofit Management, Business, Communications, Education, or related field.
- Strong organizational and interpersonal skills.

- Excellent written and verbal communication.
- Familiarity with Microsoft Office, Google Workspace, Canva, Zoom, and social media platforms.
- Detail-oriented and able to manage multiple priorities with professionalism.
- Passion for leadership, civic engagement, and community impact.

Time & Location

- **15–20 hours/week**, flexible around classes. May work on weekends.
- On-site attendance required for major events.

How to Apply

Email your **resume**, **short cover letter**, and **two creative samples** (writing, design, or social posts; links welcome) to **Bianca Perez** at biancap@sahcc.org with subject: **“Leadership Programs Intern – [Your Name]”**

Applications reviewed on a rolling basis.