



## Special Events & Communications Intern

**Location:** San Antonio, TX (On-site support required for events)  
**Reports to:** Director of Special Events & Communications  
**Hours:** 15–20 hours/week (some early-morning/evening event coverage)  
**Compensation:** \$16/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

We're seeking a proactive, creative intern to support SAHCC's Special Events & Communications Department. You'll gain hands-on experience in event production, content creation, digital coordination, and department organization while helping deliver high-impact programs.

### Responsibilities

#### Content Creation & Social Media

- Capture photos and short videos at events for same-day/next-day social use.
- Draft captions, schedule posts, and monitor engagement on LinkedIn, Facebook, and Instagram.
- Maintain a content bank of photos/video clips and simple graphics (by event/sponsor).
- Design flyers, digital graphics, and event signage in Canva (Adobe CC a plus).
- Compile weekly social/email metrics (reach, engagement, CTR).

#### Event Planning & Execution

- Support logistics and on-site operations: registration/check-in, wayfinding, signage placement, speaker materials, and basic AV cues.
- Prepare event kits (name badges, table tents, giveaways, thank-you cards).
- Assist with setup/teardown and proper storage/inventory of event materials.
- Contribute to post-event wrap-ups (attendance counts, social metrics, survey summaries).

#### Event Documentation & Digital Asset Support

- Photograph and record event moments highlighting sponsors, partners, and attendees (If needed)
- Organize and label images/video on the shared drive (standardized naming by date/event).
- Edit short clips/reels using Canva, CapCut, or Adobe Express.
- Keep asset folders tidy and current for easy access.

## Departmental Support & Organization

- Update internal event templates, timelines, checklists, and run-of-show docs.
- Track sponsor visibility (logo collection/placement; social acknowledgments).
- Maintain Google Drive folders, communications trackers, and collateral inventories.
- Assist with simple reporting (survey results, attendance, engagement snapshots).

## Qualifications

- Recent grad in Marketing, Communications, PR, Business, Event Management, or related field
- Strong writing, organization, and time-management skills; calm under deadlines.
- Familiarity with social platforms to include Canva, Google Workspace, and Microsoft Office.
- Comfortable capturing basic photo/video; light editing experience a plus.
- Professional, reliable, and team-oriented; able to lift up to 25 lbs. for event support.
- Must have reliable transportation

## Time & Location

- 20 hours/week. May work on weekends.
- On-site attendance is required for day-to-day operations and major events.
- Our offices are located at 3006 General Hudnell Drive, San Antonio, TX 78226.

## How to Apply

Email your **resume** and **two creative samples** (writing, design, or social posts; links welcome) to **Crystal Cantu at** [crystalc@sahcc.org](mailto:crystalc@sahcc.org) with subject: **“Special Events & Communications Intern – [Your Name]”**