FELLOW POSITION DESCRIPTION

Name of Organization: Walla Walla Valley Chamber of Commerce

Title of Fellow: Whitman Community Fellow

Hours of Work/Days of Week: 5-10 hours per week. Days are limited to M-F.

Supervisor's Name: Damien J. Sinnott

Description of the mission of organization: The Walla Walla Valley Chamber of Commerce is a member-focused organization and community partner that fosters a sustainable, healthy and vibrant economic environment through business promotion, education and services.

Skills Required:

- Interest in non-partisan politics and business;
- Well organized with excellent attention to details;
- Strong research and writing skills;
- Basic computer skills and working knowledge of social media including Facebook, Twitter, LinkedIn;
- Self-motivated with good communication skills.

Duties/Responsibilities:

The fellow will work with the VP of Public Policy and Business development to develop a marketing strategy (that includes appropriate social media components) to track and communicate relevant public policy issues to the Chamber's business members. Depending upon the fellow's interests, he or she may also help develop economic development strategies in the following areas: art and the creative economy, agriculture and cuisine, the digital economy, and Hispanic businesses.

Major Expectations:

The fellow will be expected to work with the VP of Public Policy to establish and meet reasonable deadlines. The Chamber advocates for public policy that is beneficial to the business community without regard to partisan politics, and as such the fellow must be willing and able to work on issues that may not be in accordance with his or her own personal views. Finally, the fellow must be able to work well others in a collaborative environment.

Pay: $12.00 per hour

Student Fellows must be willing and able to work entire academic year, September 2012-May 2013 (except for Thanksgiving, Winter, and Spring breaks).

Send Resume/Cover Letter to: Damien J. Sinnott
Walla Walla Valley Chamber of Commerce
29 E. Sumach St.
Walla Walla, WA 99362