



## PRESQUE ISLE CHAMBER OF COMMERCE

### Part-time Summer Position

Position: Event-Public Relations Assistant  
Report to: Chamber Director  
Dates: Flexible (12 weeks, approx mid-May to mid-August)

**Nature of Work:** Presque Isle is a picturesque community located in the heart of Wisconsin's Northwoods. Our name in French is "almost an island" with water surrounding us; and with a fitting byline in "Wisconsin's Last Wilderness." We have a year-round population of 700, and a tourism-based influx of visitors and seasonal home owners during the summer that more than doubles our population. The Chamber's mission is to market our Town's natural resource assets and activities (from boating to paddling; birdwatching to fishing), to promote positive member relationships and communications, and to sustain a meaningful sense of community.

**Position Overview:** ~12 hours/week, two days/week with six-hour days alongside occasional weekend event assistance. In general, you will spend one day each week working in a small, two-person office setting and one day per week interacting with the public and businesses on a variety of event-related tasks.

You will gain valuable experience in the following:

- **Event and Public Relations:** Staff Chamber booth information and sales at our Friday market (begins end of June). Additional event assistance to include: social media posting for our June 23-25 Presque Isle Days, co-coordination of our 5K/10K and Kids Fun Run, and Fourth of July Celebration. You will have the opportunity to spearhead the development of a themed float for the Fireman's Picnic on Sunday, August 5th: Presque Isle (K)Nights.
- **Visitor Relations:** Be friendly, welcoming, and helpful to visitors and residents. You will have the opportunity to interact often and to positively represent the community -- most specifically in person and online via social media.

**Experience and Education:** Ideal for the motivated highschooler or college-age applicant. Expressed interest in events, tourism, public relations, communications, community development or a related field.

**Essential Characteristics:** People person. Effective communication skills. Creative spirit. Comfort working in team and solo work environment.

**Hours and Compensation:** Average 12 hours/week. \$11/hour.

**To Apply:** Send letter of interest and resume by April 27 to: [info@presqueisle.com](mailto:info@presqueisle.com)