



**Capital City African-American Chamber of Commerce (CCAACC)  
Administrative Assistant Internship**

**Agency Profile:**

The Capital City African-American Chamber of Commerce promotes the development of African-American businesses and the expansion of the business community by providing resources, technical assistance, and leadership on policy issues that enhance economic growth and by promoting conventions and tourism. The CCAACC is an equal-opportunity employer; individuals of all backgrounds and races are invited to apply.

The Chamber is located in central Austin in the Chase Bank building at the Capital Plaza Shopping Center, just south of the intersection of N IH-35 and exit 2222.

**Internship responsibilities:**

The administrative assistant is a part-time position from the hours of 9:00 AM – 1:00 PM or 1:00 PM – 5:00 PM, Monday – Friday. Services performed by the intern shall include, but are not limited to, providing general office assistance to the Training & Outreach Manager and CEO/President and perform executive support services including phone related tasks, online research, mass mailings, data entry, scheduling, assisting staff in the planning, preparation, and follow-up concerning Chamber events. This position may need to run small errands, so having reliable transportation is required. You will have your own computer and workstation. Business casual dress is required.

**Qualifications:**

The candidate must have strong administrative and computer skills and be able to work with minimal direction. Must demonstrate an attention to detail, the ability to prioritize, organize, multitask and produce high quality work while meeting deadlines. Position requires good interpersonal skills, professional demeanor and a sound working knowledge of Microsoft Word and Excel software. Preferred software experience includes working knowledge of PowerPoint and Adobe. Must be able to write clearly and effectively.

**Pay Rate:**

Non-pay. May be available for academic credit.

**Dates Needed:**

Applications are accepted throughout the year.

**How to Apply:**

Please email a resume, cover letter and a brief writing sample to [dcaldwell@capcitychamber.org](mailto:dcaldwell@capcitychamber.org)

**Contact Person:**

Dinita Caldwell, Training & Outreach Manager – 512-459-1181 x 205