



## Membership & Business Development - Internship in Los Angeles

Are you looking for an opportunity to build your expertise in California, either in person or remote? Belwest Chamber of Commerce is offering a unique opportunity for interested candidates to build their experience through 6-month internships at the epicenter of Los Angeles' transatlantic business community.

### Who are we?

Belwest is the Belgian-Luxembourg Chamber of Commerce for the western states. We support all businesses—whatever their size or location—with international expansion services, effective networking, advocacy, and more. Belwest helps our members set up and grow their business across the U.S and beyond and identify tailored business opportunities in the heart of Europe. We are your reliable partner, leveraging our network, forging meaningful business relationships, and guiding businesses of all sizes towards more opportunities for success.

Join us at this key moment to help us lay our foundation and build the future of our unique business community.

Whether you decide to join us in person or remotely, you will have the flexibility to share your expertise and skills while learning new ones and enjoying the culture and effervescence of our engaged and growing team.

### Your missions

#### Database management

- Manage 3 lists: prospective members, potential sponsors, and industry events in the US and in Europe
- Deduplicate lists, add missing information, remove irrelevant or outdated entries

#### Membership growth

- Conduct research and add to list of prospective members
- Set up a process for contacting prospect members (emails, drip campaigns) .
- Reach out and share various membership options
- Update the list regularly based on responses

### **Sponsorship development**

- Conduct research and add to list of potential sponsors
- Define a strategy for attracting new sponsors
- Develop marketing collateral for presenting the benefits of sponsoring Belwest
- Assist with sponsor meetings and support Belwest CEO
- Provide regular progress updates
- Maintain contact list

### **Marketing of Belwest offerings**

- Research and compile new services that can be added to the Belwest service list
- Define and describe these services
- Estimate the cost-benefit ratio as compared to other chambers' offering

## **Requirements & Assets**

MS Office Suite (especially Excel and PowerPoint)

Fluency in English is required.

Fluency in Dutch is an asset.

## **About this opportunity**

This is an unpaid internship opportunity lasting between 4 and 6 months.

Schedules are based on interning 4 days per week (flexible).

Interns may be fully in-person, remote, or hybrid.

## **Contact**

Send resume and cover letter to [contact@belwest.org](mailto:contact@belwest.org)