**Title:** Spring Semester Legal Affairs Intern

**Department:** U.S. Chamber Institute for Legal Reform -https://instituteforlegalreform.com/

**Program Requirements:** The Spring 2022 internship will be a hybrid internship. Interns will be allowed to split their time working remotely and from the office, in accordance with the Chamber’s hybrid work policy. Additionally, interns will have the option to choose between monetary compensation or academic credit.

**Program Dates:** January 24 – May 6, 2022

**To apply**: Please send resume and writing sample(s) to Stephanie Gregorian sgregorian@uschamber.com

**Department Description:**

America has the world’s costliest legal system, and 79% of American voters see the number of “frivolous” lawsuits as a problem. The Institute for Legal Reform is addressing these key issues in order to achieve a fair legal system that promotes economic growth and opportunity.

**Position Overview:**

The Legal Intern will be responsible for assisting the ILR organization in the implementation of the Federal, State, and Research programs. This will be accomplished through legislative & legal research, memo writing, and updating of various materials. During this internship, you will not only learn about the U.S. Chamber Institute for Legal Reform, but will also be able to meet with and hear from; corporate members, outside counsels, and other department heads at the U.S. Chamber of Commerce.

**Job Responsibilities:**

* Assist with development of various materials
* Conduct specific issue-related research
* Analyze and write opposition reports
* Write analytical memos
* Participate in ILR member task-force calls, virtual meetings, virtual events, etc.
* Attend and report on Congressional hearings & events

**Qualifications:**

* Working towards Juris Doctorate degree
* Must have excellent organizational skills, attention to detail, and the ability to prioritize in a changing environment
* Must have excellent interpersonal skills and follow-up skills
* Proficiency in Microsoft Word, Excel, and Outlook required
* Strong verbal and written communication skills required
* Ability to work independently and as part of a team

We recruit, employ, train, compensate, and promote without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, status as a protected veteran, genetic information, or any other characteristic protected by federal, state, or local law. Our talent acquisition and employment policies are inclusive. We respect both the spirit and letter of the laws of equal employment opportunity.