



Title: Brazil-U.S. Business Council Intern

Department: Americas Department

Department Description:

The U.S. Chamber's Brazil-U.S. Business Council works closely with members, governments, and multilateral institutions to promote a wide range of hemispheric trade and investment initiatives and to resolve specific commercial and regulatory challenges in Brazil and the United States.

Position Overview:

The Brazil-U.S. Business Council intern will assist the BUSBC's policy and membership team and provide administrative support.

Job Responsibilities:

- Provide administrative support to the Brazil-U.S. Business Council team.
- Provide research support on policy issues, including but not limited to innovation, infrastructure, trade facilitation, tax and investment, and energy and environment issues.
- Provide support to the membership team in researching and identifying prospective members.
- Assist with website and social media postings/writing and editing;
- Draft and provide support for publications, updates, etc. for distribution to BUSBC members.
- Assist with communications strategy implementation
- Assist with Portuguese-English translations.
- Events: Day-of support: Assist with event preparation and promotion, including attendee lists and name badges creation and invitations follow-up.
- Database: Update the BUSBC Team's member database, agendas, and subscriber lists.

Qualifications:

- College students currently enrolled in an undergraduate program at the junior or senior level or a Washington, DC, Internship Program qualify to apply.
- Qualifying students must have excellent written and verbal communication skills and working proficiency in Portuguese.
- Candidate should have strong computer research skills; working knowledge of Microsoft Word, Excel, and Outlook.
- Ideal candidate should have strong organizational and time management skills.

This will be a hybrid internship and will be conducted in-person in our Washington D.C. offices and remotely. Applicants may select either monetary compensation or academic credit.



U.S. Chamber of Commerce

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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.