



**Title: Executive/Operations Intern**

**Department:** International Affairs

**Department Description:**

The Chamber's International Division works to provide its corporate members with customized advocacy, business development, and government relations support to successfully compete in the global marketplace through a wide variety of programs focused on international policy development and strategic initiatives.

**Position Overview:**

The International Executive team works across the division with regional teams to promote joint fundraising efforts. Intern will work closely to support the work of the Executive team through division-wide operations support and corporate fundraising research.

**Job Responsibilities:**

- International Executive Office team coordination and administration, to include operational duties to support all of our regional programs, ie, budget, information tracking, etc.
- Assist in meeting planning, including support required during regional team events
- Conduct corporate research to assist in fundraising development

**Qualifications:**

- Excellent research, writing, proofreading and editorial skills
- Exceptional interpersonal skills and attention to detail
- Superior organizational skills to plan and execute logistics for department meetings and conferences
- Rising junior or senior with prior work experience (including internships) is strongly preferred

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.

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.