



**Title:** Political Affairs & Federation Relations Intern

**Department:** Political Affairs & Federation Relations

**Department Description:**

The Political Affairs and Federation Relations Division manages the U.S. Chamber's political, grassroots, and legislative advocacy programs, including the U.S. Chamber Action website, as well as all member activities relating to the Chamber's Federation.

**Position Overview:**

The Political Affairs and Federation Relations intern will assist the entire department in political research, grassroots advocacy, and Federation outreach and management.

**Job Responsibilities:**

- Deliver administrative and logistical support for virtual events, including but not limited to briefings for members nationwide; provide day of support, compose event briefings, and interact with stakeholders as a representative of the division.
- Provide research support and political analysis for various types of division briefings.
- Assist Grassroots and Federation with content creation, copywriting, and outreach through email and social media outlets.
- Provide general administrative and operational support to the Political Affairs team to ensure department efficiency and effectiveness.
- Execute and manage special projects as assigned.

**Qualifications:**

- Must be currently enrolled in a college or university.
- Ideal candidate will have excellent organization and communication skills, proficiency in Microsoft Excel, and strong proofreading and editing abilities.

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.