



U.S. Chamber of Commerce

1615 H Street NW
Washington, DC 20062

INTERNSHIP PROGRAM
Summer 2018

Department of Strategic Alliances and Outreach (DSAO)

Title: *Intern*

Department Description: The mission of the Department of Strategic Alliances and Outreach is to develop and implement programs and initiatives to help the Chamber create new business relationships and partnerships across diverse audiences. The DSAO collaborates with all departments and centers of the U.S. Chamber, provides counsel on policy issues and leads special projects. Whether working with diverse business organizations, civic groups, universities or young entrepreneurs, DSAO gives a megaphone to the voice of business across the country and shares the positive impacts of the free enterprise system.

Job Responsibilities:

- Research and analyze issues facing diverse businesses and communities such as entrepreneurship, access to capital, supplier diversity and workforce development.
- Prepare briefing materials and participate in strategy meetings.
- Serve as liaison to external partners and organizations.
- Assist with planning and execution of all DSAO events.
- Provide logistical support for DSAO events and programs, including producing event materials and following-up with attendees.
- Provide administrative support to the Vice President and Executive Assistant.
- Develop and manage special projects as assigned.
- Create and design a special project that culminates in a formal presentation at the conclusion of the internship.

Qualifications: Candidates should be big thinkers and problem-solvers. Must have strong organizational and interpersonal skills, attention to detail, the ability to multi-task, and maintain professional conduct at all times. Outstanding written and oral communications skills are essential. Related coursework might include: Business, Law, Communications, Marketing, Public Affairs and Political Science. Working knowledge of Microsoft Office required.

- Conduct research and phone outreach to communities where GPM has upcoming events.
- Offer overall program and administrative support for the GPM team.
- Assist with any special tasks, presentations, projects, and reports.

Qualifications: Candidates must have strong organizational and interpersonal skills, attention to detail, the ability to multi-task, and maintain professional conduct at events. Outstanding written and oral communications skills are essential. Working knowledge of Microsoft Office and research skills are required.

U.S. Chamber Litigation Center and Office of the General Counsel

Title: *Legal Intern*

Department Description: The U.S. Chamber of Commerce is the world's largest business organization, representing the interests of more than 3 million businesses of all sizes. The Office of the General Counsel provides legal services to the Chamber and its affiliates on a wide range of legal issues. The U.S. Chamber Litigation Center advocates for fair treatment of business in the courts and before regulatory agencies. This internship will either be for pay or academic credit to be negotiated at a later time.

Job Responsibilities: As a Legal Intern at the U.S. Chamber of Commerce, you will work with the in-house lawyers of both the U.S. Chamber of Commerce and the U.S. Chamber Litigation Center. This is a great opportunity for a law student to gain valuable experience in an in-house legal environment, working on corporate, litigation, and compliance matters. Among other things, your duties will include:

- Assisting lawyers and communications professionals in the U.S. Chamber Litigation Center to manage a broad portfolio of federal and state court litigation matters, including Supreme Court amicus briefs and regulatory challenges under the Administrative Procedures Act;
- Assisting lawyers in the Chamber's Office of the General Counsel to provide advice to in-house clients on a variety of matters including commercial contracts; financial transactions; corporate governance; intellectual property; tax, lobbying and election law compliance; congressional matters and litigation; and
- Assisting lawyers in both of these law departments to research, monitor, and analyze emerging legal issues that significantly impact the business community.

Qualifications:

- Working towards Juris Doctorate degree
- Must have excellent organizational skills, attention to detail, and the ability to prioritize in a changing environment
- Strong verbal and written communication skills required; Ability to work independently and as part of a team

Qualifications: Strong skills in writing, editing, research, and organization. Solid knowledge of Microsoft Office and Excel. Excellent attention to detail, ability to multi-task, and maintain professional conduct at events. A passion for innovation, emerging technologies, and entrepreneurship.

U.S. Chamber of Commerce Foundation

Title: America Working Forward Intern

Department Description: The U.S. Chamber of Commerce Foundation (USCCF) educates the public on the conditions necessary for business and communities to thrive, how business positively impacts communities, and emerging issues and creative solutions that will shape the future. America Working Forward, a program of the USCCF, works with businesses to put new jobs in hundreds of distressed communities across the country – places that have been hit hard but where vital assets like talent, education, and dignity still exist

Job Responsibilities:

- Providing research support to the America Working Forward team by assembling background information for assigned research projects as well as aiding in writing, formatting and editing of assigned USCCF research projects;
- Assist with the creation, and editing of promotional materials including PowerPoint presentations, blog posts, press releases, and company “toolkits”;
- Assist USCCF staff with meeting preparations and operations including pre-meeting research and other meeting-related tasks as assigned;
- Managing special projects as assigned.

Qualifications: Must have strong research skills on a multitude of platforms including the ability to clearly articulate the findings; an understanding of, and interest in, economics is strongly encouraged; a self-starter who is not afraid to bring new ideas to the table; ability to confidently communicate with senior leadership; strong writing, proofreading and editing skills; proficiency in MS Office (including Word, Excel, and PowerPoint); knowledge of current events around the country and globe.

Please submit two writing samples (e.g. research paper, blog post, professional correspondence, etc.) along with your application.
