Title: Digital Communications Intern
Department: Communications

Department Description:
The U.S. Chamber of Commerce's Communications division is responsible for driving strategic content and campaigns that support our overall goal of driving a pro-growth policy agenda at the state and federal levels of government. In particular, our content serves as a bridge between the business community and policy influencers in Washington and around the globe. It is our job to strategically convey the messages and advocacy of our policy experts, while constructing content and messaging that elevates the Chamber brand.

Position Overview:
The Digital Communications Intern will assist with researching, developing, publishing, promoting, and monitoring digital content. In this role, the Digital Communications Intern will have the opportunity to work on a variety of different policy campaigns as well as help the U.S. Chamber better engage with and grow our digital audiences across our social media channels. The Digital Communications Intern will also assist with content production including infographics, blogs, listicles, videos, social media graphics, and Q&As.

Job Responsibilities:
- Assist with social media monitoring, as well as comment and topic flagging related to U.S. Chamber advocacy and members.
- Construct and schedule social media posts to U.S. Chamber social media accounts.
- Assist in pulling digital analytics to add into campaign and quarterly reports.
- Produce, research, and write content for uschamber.com and Above the Fold, the U.S. Chamber's signature policy blog.
- Assist with correspondence, research, and compilation of material for our Young Entrepreneur content series, which highlights millennial and Gen Z entrepreneurs who are starting businesses with social impact built into their business models.

Qualifications:
- Candidates must have strong written and interpersonal communications skills.
- Experience with social media posting and monitoring.
- Have a problem-solving approach to work and the ability to anticipate the needs of the larger communication team.
- An interest in the digital communications or marketing career fields is preferred.
- Willingness and enthusiasm to collaborate with other sectors of the organization.
- This is a 20-25 hour per week internship.

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.