Title: Strategic Communications & Media Intern
Department: Communications

Department Description:
The Communications Division is responsible for promoting the U.S. Chamber, its policy priorities, agenda, and brand to Washington, DC, national and international audiences.

Position Overview:
The strategic communications and media intern will assist in all aspects of the Chamber’s communications efforts, including but not limited to media relations, content creation, marketing, and social media.

Job Responsibilities:
- Assisting with internal and external marketing initiatives, including print and on-line advertising efforts, digital media, and website development
- Assisting with data tabulation for relevant policy-related projects and producing condensed, readable versions of the data sets
- Monitoring and tracking media clips and mentions associated with press releases, statements, and public appearances
- Managing press inquiries, specifically the press inbox and phone line
- Developing and managing media lists; drafting media advisories, press releases, and other materials as required
- Overseeing media check-in and maintaining reporter relationships during open press events
- Assisting with social media content, including developing associated text for all relevant social platforms
- Assisting on projects that span the various brands of the Chamber and its programs, including but not limited to the International Division, Cyber and National Security, Infrastructure, and Healthcare
- Drafting editorial content in support of the Chamber’s priorities to appear on Above the Fold with the ability to also pitch your own content ideas and produce a byline

Qualifications:
- Outstanding written and oral communications skills are essential
- Strong organizational and interpersonal skills preferred
- Ability to work both within a team and independently on multiple projects
- Ability to multi-task and maintain professional conduct at events.
- Working knowledge of Microsoft Office is required
- Familiarity with Cision, CRM, or similar systems
- Data analytical skills are not required but helpful
- Demonstrated interest in media relations, journalism, or communications.
• Related coursework should include: Communications Studies, Journalism, Business, Marketing, or Public Affairs/Political Science.
• A one or two-page (max) writing sample is required with the application.

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.