Title:
Corporate Relations Intern

Department:
Fundraising and Development

Department Description:
The fundraising department helps maintain relationships with our member companies, build new ties with prospective members and raise support for the Chamber’s initiatives.

Position Overview:
The Corporate Relations Intern will be assisting the fundraising department of the U.S. Chamber of Commerce in data management and miscellaneous projects as needed.

Job Responsibilities:
Specific responsibilities include, but are not limited to, the following:

- Database entry and recall
- Event Preparation and staffing
- Miscellaneous projects as needed

Qualifications:
- Strong attention to detail
- Ability to gather and synthesize information quickly and accurately
- Proficient use of Microsoft Word and Excel.

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.