

## **Cyber, Intelligence, and Security Division**

**Title:** Cyber, Intelligence, and Security Department Intern

**Department Description:** The Cyber, Intelligence, and Security Division advocates on behalf of the Chamber's members who have a direct stake in cyber, homeland, and national security issues. The Division works with Congress, the administration, and international governments and institutions to provide a competitive and secure global trade environment, strong private sector cyber networks and systems, and a disaster resilient business community. The Division's active policy committees—National Security Task Force, Cybersecurity Working Group, Cyber Leadership Council, Project Security, and Global Supply Chain Working Group—include Chamber members representing a broad spectrum of the nation's economy.

### **Job Responsibilities:**

- Work closely with the Division team; review, analyze and track draft legislation; prepare summaries of relevant regulations and prepare briefings for division team; liaise with other Chamber policy components.
- Attend meetings and events and represent the division as needed.
- Support the CISD team in strategic fundraising activities and assist in coordinating these efforts with other Chamber divisions.
- Track revenue growth and renewal for companies and develop account management strategies for these companies.
- Provide logistical support to all CISD events and programs, including producing event materials, assisting during CISD hosted events, and following-up with attendees.
- Support member relationships through active engagement and frequent correspondence.
- Assist in database management, including updating and verifying contacts, creating contact lists, and managing event registrations for division meetings and events.

**Qualifications:** Outstanding written, editorial, and research skills. Persuasive verbal communication and presentation abilities. Proficiency with Microsoft Office Suite, notably Word, Excel, PowerPoint, and Outlook. Demonstrated capacity to multi-task and remain flexible with acute attention to detail. Superior organizational skills to plan and execute logistics for department meetings and conferences. Ability to manage complex and fast-changing program elements, and prioritize effectively in response. Creative and strategic thinking with a record of accomplishment of taking initiative to push through indecision and ambiguity to deliver results. The internship will require a commitment of twenty to forty hours per week. Experience in operations, event management, fundraising, member relations, or related field, is encouraged.