



**U.S. Chamber of Commerce**

1615 H Street NW  
Washington, DC 20062

**INTERNSHIP PROGRAM**

*Fall 2017*

# Internship Opportunities

## Center for Capital Markets Competitiveness

**Title:** *Intern*

**Department Description:** The Center for Capital Markets Competitiveness's (CCMC) mission is to advance America's global leadership in capital formation by supporting diverse capital markets that are the most fair, transparent, efficient, and innovative in the world. CCMC advocates on behalf of American businesses to ensure that legislation and regulation strengthen our capital markets allowing businesses to mitigate risks, manage liquidity, access credit, and raise capital.

### Job Responsibilities:

- Provide logistical support all CCMC events and programs, including producing event materials and following-up with attendees.
- Attend all CCMC events and assist with day of event activities.
- Assist in database management including: updating and de-duping contacts in the system and creating contact lists for various working groups.
- Research and draft analysis on capital formation, systemic risk, fiduciary duty, corporate governance, and other capital markets related policies.
- Provide administrative support to the Policy, Communications and Operations Teams.
- Work with the team to create and design a special project that culminates in a formal presentation at the conclusion of the internship.

**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.

The internship could be part-time or full-time depending on a candidate's qualifications and availability.

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## Communications

**Title:** *Media and External Communications Intern*

**Department or Division 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. The Communications and Strategy team serves as a strategic partner for our internal divisions, helping to simplify and streamline the work process for them and facilitate greater support from the broader communications team.

### Job Responsibilities:

- Managing press inquiries, specifically the press inbox and phone line;
- Developing and managing media lists;
- Developing and managing blog lists and other influencers;
- Drafting media advisories, press releases and other materials as required;
- Overseeing reporters at open press events;
- Coordinating logistics for media interviews; and

- Assisting with other Communications Division projects as needed.

**Qualifications:**

Demonstrated interest in media relations, journalism or communications.  
Related coursework might include: Communications Studies, Journalism, Public Affairs, Government/Political Science, Business and/or Marketing.

Strong oral and written communications skills.

Experience with Microsoft Office.

Familiarity with CRM or similar systems as well as previous experience in an office or professional environment preferred.

The internship could be part-time or full-time depending on a candidate's qualifications and availability.

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**Communications**

**Title:** *Digital Content Intern*

**Department Description:** The Digital Content/Communications division communicates the U.S. Chamber's pro-business messages by creating content for the organization's leading web properties.

**Job Responsibilities:**

- Create social media content;
- Proofread and upload web content;
- Track, analyze, and report web metrics;
- Follow news, events, and business trends to suggest story ideas; and
- Interview subjects, report, and write for digital outlet.

**Qualifications:** Background in journalism or digital communications and an interest in public policy. Experience working in the editorial department of a student newspaper or other publication or website is a plus.

The internship could be part-time or full-time depending on a candidate's qualifications and availability.

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**Chamber Technology Engagement Center (C\_TEC)**

**Title:** *C\_TEC Intern*

**Department Description:** The mission of the U.S. Chamber Technology Engagement Center is to tell the story of technology's role in our economy and advocate for rational policy solutions that drive economic growth, spur innovation, and create jobs. While C\_TEC represents true technology companies—large and small, mature and startups, traditional and Internet based—it also serves as a bridge and gateway to the many other sectors that use technology, and where appropriate, brings providers and users together to advocate effectively on core issues of mutual concern.

**Job Responsibilities:**

- Provide administrative support to the team
- Provide day of support for events, including creating event attendee lists and preparing event name badges;
- Draft member communications related to event invitations;
- Assist with list management for communications;
- Create social media posts to highlight current tech policy issues;
- Monitor House and Senate votes on tech legislation
- Execute special projects as assigned.

**Qualifications:** Excellent research and writing skills as well as organization and communication skills; proficiency in MS Office (including Word, Excel, and PowerPoint); strong proofreading, presentation and editing skills. Candidates must have strong organizational and interpersonal skills, attention to detail, and the ability to multi-task. An interest in technology is desired, but not necessary.

The internship could be part-time or full-time depending on a candidate's qualifications and availability.

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## **Fundraising and Development**

**Title:** *Corporate Research Intern*

### **Department Description:**

The research team of the fundraising and development department supports the Chamber's fundraising efforts primarily by researching companies and issues that affect the business community and providing prospect lists and briefing materials.

### **Job Responsibilities:**

The Corporate Research Intern will assist the fundraising department in prospecting, preparing briefing materials, and data management. Specific responsibilities include, but are not limited to, the following:

- Conduct news searches and write summaries
- Develop and update contact list
- Develop targeted prospect lists
- Research companies and individuals and write summaries
- Database entry and recall

The Corporate Research Intern will also have the opportunity to learn about the myriad policy issues facing the business community through their research and by attending chamber events.

**Qualifications:** Prior work experience (including internships) is strongly preferred. Strong organization and communication skills, particularly writing; Self-starter, attention to detail, motivated, ability to multi-task; Experience with Microsoft Excel, Word and Outlook required; Knowledge of Microsoft Access and Power Point beneficial, but not required.

The internship could be part-time or full-time depending on a candidate's qualifications and availability.

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## **Environment, Technology, & Regulatory Affairs Division**

**Title:** *Legal Intern*

**Department Description:** The U.S. Chamber's Environment, Technology, & Regulatory Affairs Division (ETRA) is responsible for developing and implementing Chamber policy relating to energy, clean air, and natural resources; environment and agriculture; telecommunications and e-commerce; and government operations, oversight, and consumer affairs. For more information on the ETRA Division, visit <https://www.uschamber.com/etra>.

### **Job Responsibilities:**

- Research, monitor, and analyze regulatory issues that significantly impact the business community
- Providing administrative and logistical support for all events and programs
- Representing the division at related events, including committee meetings
- Provide research support on legislative issues including drafting letters, tracking legislation, attending hearings on Capitol Hill
- Execute special projects as assigned

**Qualifications:** Outstanding written and oral communications skills are essential. Working knowledge of Microsoft Office and internet research skills are required. Must be enrolled in a graduate or law program at an accredited college/university. Desired interests in Public Policy Analysis, Administrative Procedure Act, Energy and/or Environmental Studies. Candidates should be hard-working and solution-oriented self-starters who work well on a team.

The internship could be part-time or full-time depending on a candidate's qualifications and availability.

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## **International**

**Title:** *European Affairs Intern*

**Department Description:** The Chamber's European Affairs team champions pro-business trade and investment policies on both sides of the Atlantic, working with leaders in government and business to expand commercial opportunities for members by promoting open and competitive markets, economic growth, and transatlantic cooperation. The European Affairs team also manages the work of the U.S.-UK Business Council.

### **Job Responsibilities:**

- Conduct research on key issues and company prospects, draft event summaries, and monitor news/trends in Europe;
- Track the latest developments on Brexit and in transatlantic relations;
- Provide logistical and administrative support for events and travel to help ensure smooth operation of the program;
- Assist with department communications and writing; and
- Attend and report on think tank events, Capitol Hill briefings, and other programs related to U.S.-EU and U.S.-UK trade and investment

**Qualifications:** Excellent public relations and interpersonal skills; excellent writing, proofreading and editorial skills; excellent organizational skills to plan and execute logistics for department

meetings and conferences. Candidates with fluency in one or more additional European languages and with experience living or working in Europe preferred.

The internship could be part-time or full-time depending on a candidate's qualifications and availability.

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## **International**

**Title:** *International Policy Intern*

**Department Description:** The Chamber's International Division works to create a level playing field for trade to generate economic growth and American jobs. The International Policy shop advocates for pro-business trade and investment policies working with leaders in government and business. The International Policy Intern provides support to the International Policy team in the conduct of advocacy of Chamber policy positions vis-a-vis U.S. trade and investment globally.

### **Job Responsibilities:**

- Assist with the planning and logistics of events;
- Assist with department communications and writing; and
- Attend policy programs in Washington related to trade policy.

**Qualifications:** Excellent public relations and interpersonal skills; excellent writing, proofreading and editorial skills; excellent organizational skills to assist in scheduling, planning, and executing logistics for department meetings and conferences.

The internship could be part-time or full-time depending on a candidate's qualifications and availability.

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## **International**

**Title:** *Middle East and Turkey Affairs Intern*

**Department Description:** The U.S. Chamber's Middle East and Turkey Affairs program is the premiere business advocacy platform for strengthening the commercial relationships between the United States and Middle East region, as well as the United States and Turkey.

### **Job Responsibilities:**

- Offer critical program support to the growing Turkey and Middle East team during a busy season;
- Assist with logistics for events and travel, and will engage in day to day administrative work to help ensure the smooth operation of the department; and
- Engage in work with the GCC, Iraq and Egypt business councils.

**Qualifications:** Excellent research, writing, proofreading and editorial skills; excellent interpersonal skills and attention to detail; excellent organizational skills to plan and execute logistics for department meetings and conferences.

The internship could be part-time or full-time depending on a candidate's qualifications and availability.

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## **U.S. Chamber of Commerce Foundation**

**Title:** *Events Intern*

**Department or Division Description:** The U.S. Chamber of Commerce Foundation is dedicated to strengthening America's long-term competitiveness and educating the public on how our free enterprise system improves society and the economy. The Foundation conducts research and produces events on issues facing business now and in the future. Through its initiatives, the Foundation builds skills, drives innovation, and encourages growth.

### **Job Responsibilities:**

- Conduct research on speakers and future-looking topics for exciting, highly visible, forward-looking programs focused on ideas and innovations that impact business.
- Assist the program leads with recruiting speakers, composing agendas, and crafting high-profile packaging and marketing of these initiatives.
- Creatively author effective marketing copy to reach high-level audiences to attend the programs.
- Help develop new ways to collect data and feedback, and implement it for improvement.
- Assist with creating and editing pitch presentations for sponsorship targets.
- Provide support of all programs leading up to the events as well as day-of assistance helping to manage the program, speakers, attendees, and event logistics.
- Manage special projects as needed.
- Assist with coverage of the Foundation's main phone line.

**Qualifications:** We're looking for someone with strong skills in writing, editing, research, and organization; excellent attention to detail; ability to multi-task; and a team player with professional conduct.

The internship could be part-time or full-time depending on a candidate's qualifications and availability.

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## **U.S. Chamber of Commerce Foundation**

**Title:** *Research Intern*

**Department Description:** The U.S. Chamber of Commerce Foundation (USCCF) educates the public on the necessary conditions for business and communities to thrive, how business positively impacts communities, and emerging issues and creative solutions that will shape the future of business.

### **Job Responsibilities:**

- Providing research support to the senior director of emerging issues and research by assembling background information for assigned research projects as well as aiding in writing, formatting and editing of assigned USCCF research projects, presentations and products;
- Write blog posts for the website focusing on emerging issues and technologies affecting the business community;
- Assisting USCCF staff with event preparations and operations including pre-event research and other event-related tasks as assigned;

- Providing administrative support for USCCF by assisting with department-wide events and answering the main phone line;
- Managing special projects as assigned.

**Qualifications:** Excellent research and writing skills as well as organization and communication skills; proficiency in MS Office (including Word, Excel, and PowerPoint); strong proofreading, presentation and editing skills. **Please submit two writing samples (e.g. research paper, blog post, professional correspondence, etc.) along with your application.**

The internship could be part-time or full-time depending on a candidate's qualifications and availability.