



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.

Communications

Title: *Design and Production Intern*

Department Description: The U.S. Chamber of Commerce's Communications Division promotes the organization's policy priorities, agenda, and brand to audiences in the United States and abroad. As part of the in-house creative team, the Design and Production Intern will support a variety of design projects and be exposed to the full creative process from concepts to final delivery. The internship will allow candidates to receive hands-on experience with clients and a thorough knowledge of production processes.

Job Responsibilities:

- Organize initial concept meetings and assist with project tracking.
- Facilitate proofs between clients and designers, obtaining appropriate feedback.
- Effectively communicate project statuses and schedules with clients and the Creative team.
- Help manage brand assets and field requests for logo files.
- Research and manage stock image requests.

- Assist in resolving artwork issues that arise during preflight.
- Prepare final press-ready files for print in on-site print shop.
- Assist with developing quick turnaround artwork for the Chamber's channels as needed.
- Brainstorm with the designers and contribute ideas and insight

Qualifications:

- Solid working knowledge of Adobe Creative Cloud software, specifically InDesign, Photoshop and Illustrator.
- Demonstrated ability to multi-task with acute attention to detail.
- Excellent organizational and communication skills.
- Diplomacy and good interpersonal skills, with the ability to remain calm in a fast-paced environment.
- Basic experience with Microsoft Office programs, including Excel, Word, and PowerPoint.

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

Communications

Title: *Communications & Strategy Intern*

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.

Job Responsibilities:

- Assisting with internal and external marketing initiatives, print and on-line advertising efforts, digital media, and conducting market research.
- Assisting on projects that span the various brands of the Chamber, including the Corporate Citizenship Center, the International Division, and FreeEnterprise.com.
- Additional responsibilities in other areas of communications (including editorial, traditional and digital media, web, etc.) may be possible.

Qualifications: Outstanding written and oral communications skills are essential. Working knowledge of Microsoft Office and internet research skills are required. The internship will require a commitment of twenty to forty hours per week. Related coursework should include: Communications Studies, Journalism, Business, Marketing, or Public Affairs/Political Science. Academic major is not as important as related coursework. A one or two-page (max) writing sample is required with the application.

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

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.

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.

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.

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.

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.

International

Title: *Americas Intern*

Job Responsibilities:

- Help to organize and promote events featuring top tier government officials from the United States and Latin America (AACCLA meeting, Heads of State visits, etc.);
- Research sectorial information and trends in Latin America;
- Compile Latin America news briefs; and
- Market the Americas programs to business executives.

Qualifications: Advanced computer skills, including MS Office and Internet; strong verbal and written communication skills in English; attention to detail and ability to work without close supervision; and Spanish language skills and familiarity with Latin America (preferred).

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

International

Title: *Brazil-U.S. Business Council Intern*

Department Description: Brazil Council interns participate in the organization and marketing efforts of Council meetings. These meetings bring together a number of senior government representatives from Brazil and the United States, and also top executive from Fortune 500 companies. They help prepare agendas, materials and briefings for monthly meetings, the Brazil Mission to Brasilia and for our annual meeting. According to their abilities, interns do a great deal of writing and editing for the Council. Specifically, their duties range from drafting, editing, and preparing correspondence and informational materials for our members, including translating important documents; research, information gathering and organization; database administration; aiding with event planning; and assisting with administrative tasks. If they prove to have superior writing skills, they may also prepare press releases and briefings, and assist in determining topics for intelligence briefings for top U.S. Chamber officials.

Job Responsibilities:

- Offer critical program support to the growing Brazil team during a busy season;
- Assist with logistics for events and travel, engage in day to day administrative work to help ensure the smooth operation of the department; and
- Engage in work with the Americas Department.

This position requires a 6 month commitment from September 2017-May 2018. The internship could be part-time or full-time depending on a candidate's qualifications and availability.

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.

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.

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.

International

Title: *Asia Intern*

Job Responsibilities:

- Offer critical program support across the Asia team during a busy season;
- Assist in research, event summaries, and news monitoring in the South Asia and Asia Pacific regions;
- Provide logistical and administrative support for events and travel to help ensure the smooth operation of the department;
- Assist with any special tasks, presentations, projects, and reports; and
- Engage with the South and Southeast Asia teams, U.S.-Pakistan Business Council, U.S.-Japan Business Council, U.S.-Korea Business Council, and general Asia work.

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; academic background in Asia and international trade and economics.

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

Political Affairs and Federation Relations

Title: *Political Affairs Intern*

Department or Division Description: The Political Affairs and Federation Relations Division is responsible for providing resources and services to the Chamber's association and chamber of commerce members (collectively, the Federation) and directing the Chamber's national political, grassroots, and advocacy programs, including Friends of the U.S. Chamber. Division management of the Federation includes overseeing the Association Committee of 100 and Chamber of Commerce Committee of 100, two of the most prestigious groups of business community CEOs and executives in the country; the Fly-In Briefing Program, which provides over 80 policy briefings to chamber members throughout the year; and the Institute for Organization Management, the nation's premier nonprofit executive training program.

Job Responsibilities:

- Provide research support on political and legislative issues, including tracking legislation progress and candidate information;
- Provide administrative support to the Political Affairs team;
- Provide administrative and day of support for events, including meeting room management, creating event attendee lists, and preparing event briefs; and
- Manage special projects as assigned.

Qualifications: The Political Team is seeking an individual currently pursuing an undergraduate degree for a paid internship focused on administrative and research support during the summer semester. Candidate must be based in DC, and have an avid interest in the American Political system. Excellent organization and communication skills; proficiency in MS Office; strong proofreading and editing skills.

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

U.S. Chamber of Commerce Foundation

Title: *Corporate Citizenship Program and Event Intern*

Department: Corporate Citizenship Center (CCC)

Department Description: The U.S. Chamber of Commerce Foundation Corporate Citizenship Center is a leading resource for businesses dedicated to making a difference. For more than 15 years, our programs, events, research, and relationships with key NGO and governments have helped hundreds of companies improve the impact of their efforts to improve social and environmental conditions.

Job Responsibilities:

- Special Projects:
- Assist CCC's Program Managers with necessary research and coordination efforts. Specific research entails Corporate Social Responsibility efforts in the United States.
- Monitor the news to be aware of current events as they pertain to CCC especially in regards to our Disaster and Global Programs.
- Event Coordination:
- Assist appropriate staff with pre-event logistics and attendee materials.
- Help plan and execute CCC's major events.

Qualifications: Prior work experience (including internships) is strongly preferred. Preferred candidates pursuing a degree in business, management, or social sciences; 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; and 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.

U.S. Chamber of Commerce Foundation

Title: *Center for Education and Workforce Program and Staff Intern*

Department Description: The U.S. Chamber of Commerce Foundation's (USCCF) Center for Education and Workforce seeks to strengthen American competitiveness through education and skills training. Through its programs, publications, and policy initiatives--and drawing upon the Chamber's extensive network of members--we inform and mobilize business to be more engaged partners, challenge the status quo, and connect education and workforce reforms to economic development.

Job Responsibilities:

This fall, the Foundation's Education and Workforce team will execute various programs of work on childcare, K-12 education, , higher education, and workforce training. Qualified candidates will assist with the planning and execution of all education and workforce events, supporting communications efforts, and collecting and analyzing research in support of these efforts. Specific duties include but are not limited to:

- Assist the Education and Workforce team with outreach to state and local business and education groups;
- Assist with event planning and logistics;
- Staff in-town events;
- Write blogs and manage social media;
- Provide briefing materials to help staff prepare for meetings;
- Provide research and analysis on various education and workforce topics and policies in scholarly articles as well as current news and media; and
- Execute special projects as assigned.

Qualifications: Must be enrolled in an undergraduate, graduate, or law program at an accredited college/university. Must be available to work at least 20 hours a week. Interest in education and workforce issues is required. Desired: strong writing, proofreading, and editing skills; ability to multitask in a fast-paced environment; self-starter; problem-solver; and excellent interpersonal and organizational skills.

For more information on the Foundation's Center for Education and Workforce or the U.S. Chamber visit <http://www.uschamberfoundation.org/center-education-and-workforce>.

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

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.

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.