Title: Program and Staff Intern
Department: Center for Education and Workforce, U.S. Chamber of Commerce Foundation

Department Description:
The U.S. Chamber of Commerce Foundation's 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 spring the Foundation's Education and Workforce team will execute various programs of work on early childhood education, K-12, and workforce development. 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 with event planning and logistics;
- Staff in-town events;
- Write blogs and assist with 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.

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