Title: Corporate Citizenship Program and Event Intern  
Department: U.S. Chamber of Commerce Foundation Corporate Citizenship Center

Department Description:
The U.S. Chamber of Commerce Foundation Corporate Citizenship Center (CCC) is a leading resource for businesses dedicated to making a difference. For more nearly 20 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.

Position Overview:
The Corporate Citizenship Program and Event Intern will assist the CCC team with programming for events and initiatives.

Job Responsibilities:
- Assist CCC's Program Managers with necessary research and coordination efforts. Specific research entails Corporate Social Responsibly efforts in the United States.
- Monitor the news to be aware of current events as they pertain to CCC, particularly on the topics of sustainability, health and wellness, disaster response and recovery, and economic empowerment.
- Assist with making updates to website as needed.
- Communications support:
  - Generate content as needed (write copy for social media posts, blog posts, etc.).
- Provide support to CCC team members on specific initiatives and events.
  - Assist appropriate staff with pre-event and on-site logistics, registration, and attendee materials.
  - Help plan and execute CCC's major events.
- Be present for all planning meetings and provide ideas and support where applicable.

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
- Possess strong attention to detail, self-motivation, and ability to multi-task
- Experience with Microsoft Excel, Word and Outlook required; and knowledge of Microsoft Access and Power Point beneficial, but not required.

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.