U.S. CHAMBER OF COMMERCE FOUNDATION

Title:
Events Intern

Department:
U.S. Chamber of Commerce Foundation, Emerging Issues

Department 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.

Position Overview:
The Foundation's Emerging Issues team is seeking an events intern to help create and execute future-looking events focused on ideas and innovations that impact business.

Job Responsibilities:

- Assist in researching speakers and timely, forward-thinking topics for Foundation programs.
- Assist with meeting and event preparation, including speaker invitations and briefings, event logistics, and day-of event responsibilities.
- Assist with evaluating programs through post-event surveys and other metrics.
- Provide administrative support to the Foundation's events team.
- Manage special projects as needed.
- Assist with coverage of the Foundation's main phone line.

Qualifications:

- Strong skills in writing, editing, research, and organization.
- Excellent attention to detail, ability to multi-task, and maintain professional conduct at events.
- Working knowledge of Microsoft Office and Excel required.
- Exceptional customer service.
- Ability to work in a team environment.
- Ability to work 20 hours per week.

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.