Title: Event Intern

Department: Hiring Our Heroes (HOH), U.S. Chamber of Commerce Foundation

Department Description:
The U.S. Chamber of Commerce Foundation’s Hiring Our Heroes initiative is a nationwide effort to connect veterans, transitioning service members, and military spouses with meaningful employment opportunities. Working with the U.S. Chamber of Commerce’s vast network of state and local chambers and strategic partners from the public, private, and non-profit sectors, our goal is to create a movement across America in hundreds of communities where veterans and military families return every day.

Early on, our team adopted two strategies: (1) grassroots engagement and (2) public-private partnerships. Through our commitment-based engagement of the business community, more than 1200 job fairs held across the country and on military installations overseas, and a suite of free online career tools, we’ve worked with our partners to help hundreds of thousands of veterans and military spouses find jobs.

Job Responsibilities:
HOH is looking for a dynamic, highly motivated student who is able to work in fast-paced environments helping to organize and execute high profile events focused on veteran and military spouse employment. Because our events often feature high-ranking federal officials, military leaders and CEOs, the ideal candidate will be a:

- Critical thinker able to think outside of the box to help accomplish the mission as we deliver best in class programs for service members and their families;
- Detailed-focused individual looking closely at our programs, invitations and other collateral needed for an event;
- Self-starter that is looking for an opportunity to excel in a fast-paced environment;
- Team player that understands no task is above or beneath any individual team member.

Qualifications:
Enrolled in an undergraduate degree program of study as a rising junior or senior in the fall 2020 semester; 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.

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.