



Title: Hiring Our Heroes Program and Event Intern

Department: Hiring Our Heroes (HOH)

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.

Position Overview:

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.

Job Responsibilities:

- Collecting and analyzing data from events
- Facilitating internal communication by creating reports for the HOH team
- Assist events coordinator in the planning and execution of virtual events
- Additional duties as assigned

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
- Experience with Microsoft Excel, Word, and Outlook required; knowledge of Power Point, Microsoft Teams, and SharePoint beneficial but not required.

This internship will be held remotely, and applicants must be eligible for academic credit through an accredited university.

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.