Title: South Asia Intern
Department: IAD – South Asia Team

Department Description:
The South Asia Team is comprised of the U.S. – India Business Council as well as the U.S. – Bangladesh Business Council.

Position Overview:
The South Asia team intern will primarily work on membership services, event coordination, and communications, but will have exposure to all areas of the South Asia team.

Job Responsibilities:

- Format official USIBC letters related to meeting requests, business development efforts, and policy advocacy
- Update the general membership page of USIBC's website to ensure new members are added
- Support event logistics by creating meeting flyers, organizing attendee lists; and creating online registration websites
- Work with staff to maintain USIBC's Calendar of Events for both internal and external purposes
- Research and analyze developments in India's economic policy and assist in the preparation of background briefs, sector updates, press releases, and official correspondence
- Track relevant U.S. and Indian legislation, calls for comments, and position papers of interest to member-companies
- Research the activities of current and potential member-companies and foundations
- Participate in relevant government and company meetings, as appropriate

Qualifications:

- Enrolled in the final year of an undergraduate degree or graduate program ad available 15 hours per week; strong writing skills' interest in trade and investment policy, political economy, public policy, and/or government affairs; interest in U.S.-India commercial relations, previous India knowledge and/or experience is helpful but not required; proficiency in Microsoft Office Suite, and team-player willing to pitch in for "all hands on deck" events.

This will be a hybrid internship and will be conducted in-person in our Washington D.C. offices and remotely. Applicants may select either monetary compensation or academic credit.

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.