Title: Global Initiatives Intern
Department: International

Department Description:
The U.S. Chamber of Commerce's International Affairs Division is comprised of regional and country-specific teams as well as horizontal initiatives impacting a range of regions. We have over 80 policy experts dedicated to advocating the interests of our members in Washington and overseas.

Position Overview:
Global Initiatives covers a wide range of exciting policy objectives and working groups. We have two major working groups focused on resource sustainability and global health that interact with international policy makers in the B20, G20 and G7.

Job Responsibilities:
- Logistical support for meetings and events with senior executives and officials
- Assist in policy research for white papers and prospecting for business development
- Ownership of online presence through our landing page on the Chamber’s website
- Edit and revise memos and briefs for internal and external distribution

Qualifications:
- Excellent editorial skills; candidates must be able to confidently proof-read and revise for context.
- Time-management skills to prioritize and execute tasks.
- Professionalism and motivation to complete quality work in a fast-paced environment.
- Candidates with an interest and background in multilateral institutions and/or Environmental sustainability preferred.
- Working knowledge of Microsoft Office required.
- This is a 25-40-hour week internship.

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.