Title: U.S.- India Business Council Intern  
Department: International Division, U.S.- India Business Council Team

Department Description:  
U.S.- India Business Council make business between the United States and India easier, more efficient, and more profitable. We are focused on growth for our members. We connect the two largest democracies in the world and inspire sustainable solutions to business challenges – both local and global.

Position Overview:  
The USIBC intern will assist the entire council team including, our policy staff with events, business development on member recruitment, and public and member communications.

Job Responsibilities:
- **Membership Service** –  
  - 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.
- **Event Coordination** –  
  - Support event logistics by creating meeting flyers, organizing attendee lists; and creating online registration websites.  
  - Manage day-of event tasks such as greeting guests, registering participants, and confirming proper meeting room setup.
  - Work with staff to maintain USIBC’s Calendar of Events for both internal and external purposes.
- **Communications** –  
  - Use bulk email software (Emma) to draft flyers for upcoming meetings / events using approved information provided by policy staff.
  - Provide help as needed to the distribution of USIBC’s Daily Investor News subscription.

Qualifications:
- Candidates must have strong organizational and interpersonal skills.
- The ability to multi-task and maintain professional conduct at events.
- Working knowledge of Microsoft Office required.
- Exceptional customer service.
- Ability to work in a team environment.
- Interest in a career in human resources preferred, but not required.
- This is a 20-25 hour per 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.