

**U.S. Chamber of Commerce**

1615 H Street NW

Washington, DC 20062

**INTERNSHIP PROGAM**

***Summer 2016***

The U.S. Chamber of Commerce, founded in 1912, is the world's largest not-for-profit business federation. At home and abroad, we champion the principles of private enterprise. We fight for business and free enterprise before Congress, the White House, regulatory agencies, the courts, the court of public opinion, and governments around the world.

The Chamber has approximately 500 employees nationwide. Our headquarters is located in Washington, DC, on Lafayette Square across from the White House.

**Internship Program Overview:**

We are proud to offer a wide variety of internship opportunities to the best and brightest young leaders. At the Chamber, you will obtain hands-on, meaningful work experience designed to meet your academic and career goals. Our internships offer responsibilities such as research, writing, database management, web page maintenance, communications, and event preparation. During the internship, you will be able to network with colleagues and senior-level executives while participating in educational and professional activities designed to enhance your internship experience.

The following events are currently included in our internship program:

* Welcome Lunch and Orientation;
* Lunch and Learn: a luncheon series that provides interns with multiple opportunities to converse with and seek the advice of senior-level Chamber executives;
* Your First Steps toward Success: a workshop designated to enhancing your resume writing, cover letter writing and interviewing skills;
* Young Professionals Panel: A luncheon series that offers interns the opportunity to ask questions and receive guidance from a panel consisting of four to five successful recent graduates;
* Sporting Events: past events have included Nationals baseball games and Wizards basketball games;
* White House Tour;
* Private Intern Reception with Tom J. Donohue, *President and CEO, U.S. Chamber of Commerce;*and
* Exit Interviews.

**Internship Opportunities**

**Communications**

**Title**: *Communications & Strategy Intern*

**Department Description:** The Communications Division is responsible for promoting the U.S. Chamber, its policy priorities, agenda, and brand to Washington, DC, national and international audiences. The Communications and Strategy team coordinates a variety of marketing initiatives and comprehensive communication plans and programs that include local and national advertising, events, websites and e-newsletters, policy promotion marketing and communication, and monthly print publications.

**Job Responsibilities**:

* Assisting with internal and external marketing initiatives, print and on-line advertising efforts, and conducting market research.
* Assisting on projects that span the various brands of the Chamber, including the Corporate Citizenship Center, the International Division, and FreeEnterprise.com.
* Additional responsibilities in other areas of communications (including editorial, media, web, etc.) may be possible.

**Qualifications:** Outstanding written and oral communications skills are essential. Working knowledge of Microsoft Office and internet research skills are required. The internship will require a commitment of twenty to forty hours per week. Related coursework should include: Communications Studies, Journalism, Business, Marketing, or Public Affairs/Political Science. Academic major is not as important as related coursework.

Please submit your application and resume to Trula Tener a [ttener@uschamber.com](mailto:ttener@uschamber.com).

**Communications**

**Title:** *Digital Content Intern*

**Department Description**: The Digital Content/Communications division communicates the U.S. Chamber's pro-business messages by creating content for the organization's leading web properties.

**Job Responsibilities:**

* Create social media content;
* Proofread and upload web content;
* Track, analyze, and report web metrics;
* Follow news, events, and business trends to suggest story ideas; and
* Interview subjects, report, and write for digital outlet.

**Qualifications:**Background in journalism or digital communications and an interest in public policy. Experience working in the editorial department of a student newspaper or other publication or website is a plus. The internship could be part-time or full-time depending on a candidate's qualifications and availability.

Please submit your application and resume to Stephanie Ryska at [sryska@uschamber.com](mailto:sryska@uschamber.com).

**Communications**

**Title:** *Media Relations Intern*

**Department Description**: The Communications Division is responsible for promoting the U.S. Chamber, its policy priorities, agenda, and brand to Washington, DC, national, and international audiences. The Communications and Strategy team serves as a strategic partner for our internal divisions, helping to simplify and streamline the work process for them and facilitate greater support from the broader communications team.

**Job Responsibilities**:

* Manage press inquiries, specifically the press inbox and phone line;
* Develop and manage media lists;
* Develop and manage blog lists and other influencers;
* Draft media advisories, press releases and other materials as required;
* Coordinate logistics for media interviews; and
* Assist with other Communications Division projects as needed.

**Qualifications:**Demonstrated interest in media relations, journalism or communications.  
Related coursework might include: Communications Studies, Journalism, Public Affairs, Government/Political Science, Business and/or Marketing; strong oral and written communications skills; experience with Microsoft Office; and familiarity with CRM or similar systems.

Please submit your application and resume to Amanda Trcka at [atrcka@uschamber.com](mailto:atrcka@uschamber.com).

**Congressional and Public Affairs**

**Title:** *Congressional Infrastructure Intern*

**Department Description:** The Congressional and Public Affairs Division is the primary advocacy and lobbying arm for the U.S. Chamber of Commerce, the world's largest business federation representing the interests of more than three million businesses of all sizes, sectors, and regions, as well as state and local chambers and industry associations, and dedicated to promoting, protecting and defending America's free enterprise system.

**Job Responsibilities**:

* Monitor congressional hearings,
* Research issues related to infrastructure and federal infrastructure investments,
* Plan events intended to mobilize support for greater federal infrastructure investment,
* Support the activities of two lobbyists charged with advocating on infrastructure issues, and
* Draft correspondence and other position papers

**Qualifications**: At least two years of college with a plan to graduate with a Bachelor’s degree.

Please submit your application and resume to Christina Atchley at [catchley@uschamber.com](mailto:catchley@uschamber.com).

**Fundraising and Development**

**Title:** *Corporate Research Intern*

**Department Description**:

The research team of the fundraising and development department supports the Chamber’s fundraising efforts primarily by researching companies and issues that affect the business community and providing prospect lists and briefing materials.

**Job Responsibilities**:

The Corporate Research Intern will assist the fundraising department in prospecting, preparing briefing materials, and data management. Specific responsibilities include, but are not limited to, the following:

* + Conduct news searches and write summaries
  + Develop and update contact list
  + Develop targeted prospect lists
  + Research companies and individuals and write summaries
  + Database entry and recall
* The Corporate Research Intern will also have the opportunity to learn about the myriad policy issues facing the business community through their research and by attending chamber events.

**Qualifications**: Prior work experience (including internships) is strongly preferred. 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; Knowledge of Microsoft Access and Power Point beneficial, but not required.

Please send application, cover letter, writing sample, and resume to Ryan Jackson at [rjackson@uschamber.com](mailto:rjackson@uschamber.com).

**International**

**Title:** *Americas Intern*

**Job Responsibilities**:

* Help to organize and promote events featuring top tier government officials from the United States and Latin America (AACCLA meeting, Heads of State visits, etc.);
* Research sectoral information and trends in Latin America;
* Compile Latin America news briefs; and
* Market the Americas programs to business executives.

**Qualifications**: Advanced computer skills, including MS Office and Internet; strong verbal and written communication skills in English; attention to detail and ability to work without close supervision; and Spanish language skills and familiarity with Latin America (preferred).

Please submit your application and resume to Isabel Quiroz at [iquiroz@uschamber.com](mailto:iquiroz@uschamber.com).

**International**

**Title**: *Europe Intern*

**Department Description**: The Chamber’s European Affairs team champions pro-business trade and investment policies on both sides of the Atlantic, working with leaders in government and business to expand commercial opportunities for members by promoting open and competitive markets, economic growth, and transatlantic cooperation.

**Job Responsibilities**:

* Conduct research on key issues and company prospects, draft event summaries, and monitor news/trends in Europe
* Provide logistical and administrative support for events and travel to help ensure smooth operation of the department;
* Assist with department communications and writing; and
* Attend and report on think tank events, Capitol Hill briefings, and other programs related to US-EU trade and investment

**Qualifications**: Excellent public relations and interpersonal skills; excellent writing, proofreading and editorial skills; excellent organizational skills to plan and execute logistics for department meetings and conferences.

This position is part-time, paid, and schedules are flexible.

Please submit your application and resume to Garrett Workman, Director of European Affairs, at [gworkman@uschamber.com](mailto:gworkman@uschamber.com).

**International**

**Title:** *Turkey and Middle East Intern*

**Department Description**: he U.S. Chamber's Turkey and Middle East Affairs program is the premiere business advocacy platform for strengthening the commercial relationships between the United States and Turkey, as well as the United States and the Middle East region.

**Job Responsibilities**:

* Offer critical program support to the growing Turkey and Middle East team during a busy season;
* Assist with logistics for events and travel, and will engage in day to day administrative work to help ensure the smooth operation of the department; and
* Engage in work with the GCC, Iraq and Egypt business councils.

**Qualifications**: Excellent research, writing, proofreading and editorial skills; excellent interpersonal skills and attention to detail; excellent organizational skills to plan and execute logistics for department meetings and conferences.

Please submit your application and resume to Kelsey Cadden at [kcadden@uschamber.com](mailto:kcadden@uschamber.com).

**International**

**Title:** *South and Southeast Asia Intern*

**Job Responsibilities:**

* Offer critical program support to the South and Southeast Asia teams during a busy season;
* Assist in research, event summaries, and monitor news in the South and Southeast Asia regions;
* Provide logistical and administrative support for events and travel to help ensure the smooth operation of the department;
* Assist with any special tasks, presentations, projects, and reports; and
* Engage with the South and Southeast Asia teams, U.S.-Pakistan Business Council, and Trans-Pacific Partnership (TPP) work.

Please send application, cover letter, writing sample, and resume to Esperanza Jelalian at [ejelalian@uschamber.com](mailto:ejelalian@uschamber.com).

**Global Intellectual Property Center**

**Title**: *GIPC IP Policy Intern*

**Department Description**: The mission of the U.S. Chamber of Commerce’s Global Intellectual Property Center (GIPC) is to champion intellectual property (IP) as a vital tool to advance global economic growth, promote human progress, and create innovative solutions to global challenges. The goals of the Center are to document and explain the value of IP, ensure strong government support for IP in the United States, rally allied nations and organizations to defend IP, and hold governments accountable for IP protection.

**Job Responsibilities:**

* Provide administrative support to the International and Domestic IP Team;
* Monitor timely IP issues in GIPC’s key priority areas, including domestic IP reforms, China, and India
* Provide ad-hoc research and analysis on Congressional, media, and IP-related issues;
* Assist with any special tasks, presentations, projects, and reports

**Qualifications**: Candidates must have strong organizational, writing, research and interpersonal skills. An interest in IP policy is desired, but not necessary. This is a 20-40 hours/week paid internship.

Please submit your application and resume to Emily Bohling at [ebohling@uschamber.com](mailto:ebohling@uschamber.com).

**Global Intellectual Property Center**

**Title**: *GIPC Events and Communications Intern*

**Department Description**: The mission of the U.S. Chamber of Commerce’s Global Intellectual Property Center (GIPC) is to champion intellectual property (IP) as a vital tool to advance global economic growth, promote human progress, and create innovative solutions to global challenges. The goals of the Center are to document and explain the value of IP, ensure strong government support for IP in the United States, rally allied nations and organizations to defend IP, and hold governments accountable for IP protection.

**Job Responsibilities**:

* Provide administrative support to the Operations and Communications Team;
* Provide logistical support and assist appropriate staff with attendee materials for all GIPC events and programs;
* Draft member communications related to event invitations and policy updates;
* Draft letters to the editor, blogs, and marketing emails;
* Assist with list management for marketing communications;
* Create social media posts to highlight current IP policy issues;
* Provide creative and analytical support for GIPC’s digital media properties; and
* Execute special projects as assigned.

**Qualifications**: Candidates must have strong organizational and interpersonal skills, attention to detail, the ability to multi-task, and maintain professional conduct at events. An interest in IP policy is desired, but not necessary. This is a 20-40 hours/week paid internship.

Please submit your application and resume to Emily Bohling at [ebohling@uschamber.com](mailto:ebohling@uschamber.com)

**Political Affairs and Federation Relations**

**Title:** *Political Affairs Intern*

**Department or Division Description:**The Political Affairs and Federation Relations Division is responsible for directing the Chamber's national political, grassroots, and election-related activities, as well as its advocacy programs, including the Free Enterprise Network and Friends of the U.S. Chamber. The division also provides resources and services to associations and chambers of commerce that are members of the U.S. Chamber of Commerce. This includes overseeing the Association Committee of 100, the most prestigious group of association CEOs and executives in the country; the Chamber of Commerce Committee of 100, an elite group of the nation's leading chamber CEOs; and the Institute for Organization Management, the nation's premier nonprofit executive training program.

**Job Responsibilities:**

* Provide research support on political and legislative issues, including tracking candidate progress and poling information;
* progress and polling information;
* Provide administrative support to the Political Affairs team;
* Provide administrative and day of support for events, including creating event attendee lists and preparing event name badges; and
* Manage special projects as assigned.

**Qualifications**: The Political Team is seeking an individual currently pursuing an undergraduate degree for a paid internship focused on administrative and research support during the summer semester. Candidate must be based in DC, and have an avid interest in the American Political system. Excellent organization and communication skills; proficiency in MS Office; strong proofreading and editing skills.

Please submit your application and resume to Meredith French at [mfrench@uschamber.com](mailto:mfrench@uschamber.com).

**Title**: Program and Events Intern, Institute for Organization Management

**Department**: Federation Relations

**Division (if applicable):** Political Affairs and Federation Relations

**Department or Division Description:** The U.S. Chamber of Commerce is the world’s largest business federation, representing more than three million businesses and organizations of every size, sector, and region. A critical component of the Chamber’s membership comprises local and state chambers of commerce.

Institute for Organization Management is a professional development program for association and chamber executives. Presented by the U.S. Chamber of Commerce Foundation, Institute is hosted at five university locations across the country. Since 1921, thousands of nonprofit professionals have attended, making it the most recognized and valued educational program in the industry.

**Job Responsibilities:**

* Assist with research, planning, and implementation of the Institute program events
* Draft communications for Institute volunteers and participants
* Assist with the day-to-day management of Institute social media
* Coordinate various communications, including creating and editing mailing and contact lists, drafting content, and completing mail merges
* Edit webpages (training is provided)
* Update and manage CMS database as well as other membership lists (training provided)
* Assist marketing coordinator with various projects
* Assist with Federation Relations projects as necessary
* Assist with other administrative duties as necessary

**Qualifications:**

Candidates must be a college junior or senior; meeting planning, communications, political science, marketing, or related major preferred. Intern must have excellent verbal, written, and customer service skills; knowledge of Microsoft Outlook, Word, Excel, and database skills; strong attention to detail, organization, and time management skills; the ability to work independently, handle multiple tasks, and meet time-sensitive deadlines; and availability to intern at least three business days per week.

**Candidates must receive college credit for internship.**

Please submit your application and resume to Shelby Parish at [sparish@uschamber.com](mailto:sparish@uschamber.com).

**U.S. Chamber of Commerce Foundation**

**Title:** *Corporate Citizenship Program and Event Intern*

**Department**: Corporate Citizenship Center (CCC)

**Job Responsibilities:**

* Special Projects:
* Assist CCC's Program Managers with necessary research and coordination efforts. Specific research entails Corporate Social Responsibly efforts in the United States.
* Monitor the news to be aware of current events as they pertain to CCC especially in regards to our Disaster and Global Programs.
* Event Coordination:
* Assist appropriate staff with pre-event logistics and attendee materials.
* Help plan and execute CCC's major events.

**Qualifications**: Prior work experience (including internships) is strongly preferred. Preferred candidates pursuing a degree in business, management, or social sciences; 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.

Please submit your application and resume to Liza Crenshaw at [lcrenshaw@uschamber.com](mailto:lcrenshaw@uschamber.com).

**International**

**Title:** *International Affairs Executive Team and International Leadership Program*

**Department Description**: The Chamber's International Division works to create a level playing field for trade to generate economic growth and American jobs. Drawing on the resources of the world's largest business federations, the Division's International Leadership Program provides multinational companies with customized business development and government relations support through a wide variety of programs focused on international policy development and strategic initiatives.  
**Job Responsibilities**:

* Create tracking tools and data entry;
* Conduct corporate research;
* Assist in strategic fundraising development;
* Assist in providing government relations services to corporate membership;
* International team coordination; and
* Assist in event planning.

**Qualifications**: Excellent research, writing, proofreading and editorial skills; excellent interpersonal skills and attention to detail; excellent organizational skills to plan and execute logistics for department meetings and conferences. Rising junior or senior with prior work experience (including internships) is strongly preferred.

Please submit your application and resume to Anita Patel at [apatel@uschamber.com](mailto:apatel@uschamber.com).

**U.S. Chamber of Commerce Foundation**

**Title**: *Marketing and Events Intern*

**Department Description**: The U.S. Chamber of Commerce Foundation (USCCF) educates the public on the necessary conditions for business and communities to thrive, how business positively impacts communities, and emerging issues and creative solutions that will shape the future of business.

**Job Responsibilities**:

* Provide administrative assistance including registration of attendees via email/phone/fax, pulling lists from marketing database, updating marketing database, and monitoring and responding to events inbox;
* Assist with website and event postings as well as other social media activities (writing and editing);
* Drafting of press materials around major events and initiatives;
* Provide administrative and day of support for events including creating event attendee lists, preparation of event name badges and monitoring federal government attendees at events;
* Assist in managing express delivery (DHL and FedEx) accounts and messenger service;
* Assist with coverage for USCCF main phone line; and
* Manage special projects as needed.

**Qualifications**: Strong writing skills, solid knowledge of Microsoft Office and multiple social media platforms (Facebook, Twitter, LinkedIn, etc.), able to multi-task, remain organized, and maintain professional conduct at events.  
  
Please submit your application and resume to Jackie Defreitas at [jdefreitas@uschamber.com](mailto:jdefreitas@uschamber.com).

**U.S. Chamber of Commerce Foundation**

**Title**: *Center for Education and Workforce Program and Staff Intern*

**Department Description**: The U.S. Chamber of Commerce Foundation's (USCCF) Center for Education and Workforce seeks to strengthen American competitiveness through education and skills training. Through its programs, publications, and policy initiatives--and drawing upon the Chamber's extensive network of members--we inform and mobilize business to be more engaged partners, challenge the status quo, and connect education and workforce reforms to economic development.  
**Job Responsibilities**:

This summer, the Foundation's Education and Workforce team will execute various programs of work on K-12 education, youth employment, higher education, and workforce training. Qualified candidates will assist with the planning and execution of all education and workforce events, supporting communications efforts, and collecting and analyzing research in support of these efforts. Specific duties include but are not limited to:

* Assist the Education and Workforce team with outreach to state and local business and education groups;
* Assist with event planning and logistics;
* Staff in-town events;
* Writing blogs and managing social media;
* Provide briefing materials to help staff prepare for meetings;
* Provide research and analysis on various education and workforce topics and policies in scholarly articles as well as current news and media; and
* Execute special projects as assigned.

**Qualifications:**Must be receiving college credit for the internship. Must be enrolled in an undergraduate, graduate, or law program at an accredited college/university. Must be available to work at least 20 hours a week. Interest in education and workforce issues is required. Desired: strong writing, proofreading, and editing skills; ability to multitask in a fast-paced environment; self-starter; problem-solver; and excellent interpersonal and organizational skills.

For more information on the Foundation's Center for Education and Workforce or the U.S. Chamber visit http://www.uschamberfoundation.org/center-education-and-workforce.

Please send your application, resume and cover letter to Jaimie Matthews Francis at [jkmatthews@uschamber.com](mailto:jkmatthews@uschamber.com).

**U.S. Chamber Litigation Center and Office of the General Counsel**

**Title:** Legal Intern

**Department Description**: The U.S. Chamber of Commerce is the world's largest business organization, representing the interests of more than 3 million businesses of all sizes. The Office of the General Counsel provides legal services to the Chamber and its affiliates on a wide range of legal issues. The U.S. Chamber Litigation Center advocates for fair treatment of business in the courts and before regulatory agencies. Depending on your law school academic rulesthis internship can be for academic credit and/or monetary compensation.

**Job Responsibilities:** As a Legal Intern at the U.S. Chamber of Commerce, you will work with the in-house lawyers of both the U.S. Chamber of Commerce and the U.S. Chamber Litigation Center. This is a great opportunity for a law student to gain valuable experience in an in-house legal environment, working on corporate, litigation, and compliance matters. Among other things, your duties will include:

* Assisting lawyers and communications professionals in the U.S. Chamber Litigation Center to manage a broad portfolio of federal and state court litigation matters, including Supreme Court amicus briefs and regulatory challenges under the Administrative Procedures Act;
* Assisting lawyers in the Chamber's Office of the General Counsel to provide advice to in-house clients on a variety of matters including commercial contracts; financial transactions; corporate governance; intellectual property; tax, lobbying and election law compliance; congressional matters and litigation; and
* Assisting lawyers in both of these law departments to research, monitor, and analyze emerging legal issues that significantly impact the business community.

**Qualifications:**  
\*Working towards Juris Doctorate degree;  
\* Must have excellent organizational skills, attention to detail, and the ability to prioritize in a changing environment;  
\* Strong verbal and written communication skills required;  
\* Ability to work independently and as part of a team  
  
Please submit your application, one writing sample, and resume with the subject line “*Your Name* Summer 2016 Intern Application” to Marissa Martinez at [mmartinez@uschamber.com](mailto:mmartinez@uschamber.com).

**Institute for 21st Century Energy**

**Title:***Fellow*

**Department Description**: The U.S. Chamber's Institute for 21st Century Energy (Energy Institute) is working to unify policymakers, regulators, business leaders, and the American public behind a common sense energy strategy to help keep America secure, prosperous, and clean. Through policy development, education, and advocacy, the Institute is building support for meaningful action at the local, state, national, and international levels.  The Energy Institute partners with state and local chambers nationally on initiatives to inform public official, business leaders, and the public on current energy issues.  For more information on the Energy Institute, visit [www.energyxxi.org](http://www.energyxxi.org/).

**Job Responsibilities:**

* Provide research support on legislative issues including drafting letters, tracking legislation, attending hearings on Capitol Hill
* Participate in relevant government and company meetings, as appropriate
* Research, monitor, and analyze emerging energy issues that significantly impact the business community
* Assist with digital media outreach including following news and events to suggest social media communication ideas
* Assist with report production and design;
* Provide logistical support for all events and programs
* Assist staff in contact management, website maintenance, and member communications
* Execute special projects as assigned

**Qualifications:** Outstanding written and oral communications skills are essential. Working knowledge of Microsoft Office and internet research skills are required. Must be a current college student with a plan to graduate with a undergraduate or graduate degree. Candidates should be hard-working and solution-oriented self-starters who work well on a team.

Please submit your application and resume to Leila Getto at [lgetto@uschamber.com](mailto:lgetto@uschamber.com).