Title: Legal/Legislative Affairs Intern  
Department: U.S. Chamber Institute for Legal Reform

Department Description:
The mission of the U.S. Chamber Institute for Legal Reform (ILR) is to reduce excessive frivolous litigation while restoring fairness and balance to the nation’s civil justice system. This is achieved through legislative, judicial, and educational activities at both the national and local levels, as well as internationally.

Position Overview:
The Legal Intern will be responsible for assisting the ILR organization in the implementation of the Federal and State programs. This will be accomplished through legislative & legal research, memo writing, and updating of fundraising materials.

Job Responsibilities:
• Assist with development of various fundraising materials  
• Conduct specific issue related research  
• Write analytical memos  
• Participate in ILR member task-force calls, meetings, events, etc.  
• Attend and report on Congressional hearings & events

Qualifications:
• Working towards Juris Doctorate degree  
• Must have excellent organizational skills, attention to detail, and the ability to prioritize in a changing environment  
• Must have excellent interpersonal skills and follow-up skills  
• Proficiency in Microsoft Word, Excel, Internet, and Outlook required  
• Strong verbal and written communication skills required  
• Ability to work independently and as part of a team

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.