Title: Marketing 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 we as internationally.

Position Overview:  
The Marketing Intern will be responsible for assisting the ILR organization in the development and implementation of its marketing efforts to support our fundraising activities and build awareness of the ILR program to gain in roads into the legal community and the public at large.

Job Responsibilities:  
• Assist with development of various organizational marketing and branding materials  
• Maintain and utilizes monthly marketing calendar to coordinate necessary activities, specifically with the website and research marketing as well as weekly and daily performance stat updates  
• Assist in coordinating various marketing strategies including direct mail, social media, print ads, networking activities  
• Learning and using Google Analytics to tracking performance  
• Assist with customizing, coordinating, and then disseminating of marketing and Summit event information  
• Develop a list of possible events to showcase our content and organization  
• Additional marketing coordination duties as necessary

Qualifications:  
• Working towards Bachelor’s degree in Marketing  
• Requires a good understanding of social media techniques, especially with LinkedIn  
• 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  
• Proactive problem prevention and issue resolution leadership ability  
• Proficiency in Microsoft Word, Excel, Internet, and Outlook 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.