Title: Media and External Communications Intern
Department: Communications Department

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 Media and External Communications team is responsible for media strategy and outreach to broaden awareness and increase the visibility of the U.S. Chamber and its agenda.

Position Overview:
The Media and External Communications intern will be responsible for managing incoming press inquiries through our press inbox and phone line, overseeing press check-in at Chamber events, drafting media advisories and press releases, coordinating logistics for media calls and interviews, and other projects as needed.

Job Responsibilities:
- Managing press inquiries, specifically the press inbox and phone line; Developing and managing media lists; Drafting media advisories, press releases, and other materials as required;
- Overseeing reporters at open press events; Coordinating logistics for media interviews; and Assisting 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 required. Familiarity with Cision, CRM, or similar systems, as well as previous experience in an office or professional environment preferred. The internship will require a commitment of approximately twenty (20) hours per week.

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.