International
Title: *Middle East and Turkey Affairs Intern*

Department Description: The U.S. Chamber's Middle East and Turkey Affairs program is the leading business advocacy platform for strengthening the bilateral commercial relationships between the United States and the Middle East and Turkey region.

Position Overview: The Middle East and Turkey Affairs Intern will assist the entire Middle East and Turkey team including the U.S- GCC Business Initiative and U.S.-Egypt Business Council.

Job Responsibilities:

- Provide critical program support to the growing Middle East team
- Assist with logistics for events and travel and engage in day-to-day administrative work to help ensure the department's smooth operation
- Engage in work with the U.S.-GCC Business Initiative and U.S.-Egypt Business Council, as well as with other programs as needed

Qualifications:

- Excellent research, writing, and proofreading skills
- Strong interpersonal skills and attention to detail
- Outstanding time management and organizational skills to plan and execute logistics for department meetings and conferences
- Academic background in international trade, economics, and/or Middle East studies

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.