



U.S. Chamber of Commerce

1615 H Street NW
Washington, DC 20062

Next – Generation Scholars Program
Summer 2019

Internship Opportunities



Internship Title: Corporate Citizenship Program and Event Intern

Department: Corporate Citizenship Center, U.S. Chamber of Commerce Foundation

Internship Responsibilities:

- Assist CCC's Program Managers with necessary research and coordination efforts. Specific research entails Corporate Social Responsibility 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.
- Assist with making updates to website as needed.
- Event Coordination:
 - Assist appropriate staff with pre-event logistics and attendee materials.
 - Help plan and execute CCC's major events.
- Communications support:
 - Generate content when needed (write copy for social media posts, blog posts, etc.).



Title: Congressional and Public Affairs Intern

Department Description: The Congressional and Public Affairs Division is the primary advocacy and lobbying arm for the U.S. Chamber of Commerce. It is 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 and briefings
- Assist in administrative needs, ex. expenses, scheduling, etc.
- Plan and participate in events/meetings related to the Chamber's policy and congressional priorities
- Analyze issue areas/legislation to write issue briefs and memos for the lobbying team

Qualifications: At least two years of college with a plan to graduate with a Bachelor's degree. Preferably, the applicant will have event experience or Hill experience as well.



Internship Title: Global Health and Global Regulatory Cooperation Intern
Department: International

Description: The U.S. Chamber of Commerce's Center for Global Regulatory Cooperation (GRC) seeks to align trade, regulatory, and competition policy in support of open and competitive markets. GRC drives policy developments on digital economy issues such as data protection and privacy, cybersecurity, and emerging technologies.

The Global Initiative on Health and the Economy (GIHE) champions good health and good health policy as vital to advancing economic growth and prosperity. The GIHE does this by elevating the importance of investing in health, convening decision makers in health, finance, and education, and sharing best practices for public private partnerships.

This position would assist both the GRC and GIHE.

Job Responsibilities:

- Assist with program development, implementation, and coordination for meetings and events
- Prepare written communications including policy papers, talking points, memos, and reports
- Complete research projects
- Assist with membership prospect research and fundraising pitch development
- Help with business delegation preparation by providing background materials and logistic support
- Attend relevant events and briefings in Washington D.C.

Qualifications:

- Excellent research and writing skills as well as organization and communication skills
- Interest in digital economy issues
- Interest in health policy



Title: Global Intellectual Property Center Next Generation Scholar Intern

Department: Global Intellectual Property Center

Department Description: The mission of the U.S. Chamber of Commerce's Global Innovation Policy 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 teams;
- 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;
- Produce needed collateral (name badges, table tents, etc.) and provide logistical support for GIPC major events.

Qualifications: Candidates must have strong organizational, writing, research and interpersonal skills. An interest in IP policy is desired, but not necessary.



Internship Title: Global Partnerships and Marketing Intern

Department: Global Partnerships & Marketing

Department Description: The Global Partnerships and Marketing team is responsible for prospecting, crafting, and executing senior-level marketing partnerships to drive incremental and nontraditional revenue for the Chamber.

Job Responsibilities:

- Provide logistical support for all GPM events and programs, including producing event materials and event summaries.
- Attend all GPM events and assist with day of event activities.
- Conduct research and phone outreach to communities where GPM has upcoming events.
- Offer overall program and administrative support for the GPM team.
- Assist with any special tasks, presentations, projects, and reports.

Qualifications: Candidates must have strong organizational and interpersonal skills, attention to detail, the ability to multi-task, and maintain professional conduct at events. Outstanding written and oral communications skills are essential. Working knowledge of Microsoft Office and research skills are required.



Internship Title: Health Policy Next Generation Scholars Program

Department: Policy

Department Description: The Chamber's Health Policy division is committed to bolstering the United States' health care system to make quality health care more affordable, more accessible, and more reliable for all Americans. To meet this objective, the Chamber focuses on promoting effective private sector solutions to our health care challenges that will help control costs, expand access, and improve the quality of care.

Responsibilities:

- Provide logistical support for Health Policy meetings and events, including liaising with internal stakeholders, producing event/meeting materials and outreach to attendees.
- Maintain the division webpage by uploading and posting content that includes: letters, comments, and testimony.
- Assist in database management that includes: updating existing contacts, adding new information, and replacement contact information as needed.
- Research and draft summaries of relevant legislative and regulatory issues covered by the Health Policy division. This includes watching Congressional hearings on Capitol Hill and drafting memos on the topics discussed.
- Track key policy developments and research priority issues.
- Support membership outreach and engagement.
- Provide administrative support to the Health Policy division staff.
- Assist with special projects and new initiatives as needed.

Qualifications:

- Candidates will have strong organizational and interpersonal skills, attention to detail, the ability to multi-task, and professionalism
- Excellent written and oral communications skills
- Working knowledge of Microsoft Office and Excel
- An interest/background in health policy is preferred



Internship Title: Policy Operations and Events Scholar, Policy Division

Department: Policy

The Chamber works to create a level playing field for business to generate economic growth and American jobs. The Policy Division is made up of teams of policy experts who advocate for pro-business policies while working with leaders in government and business. Through a wide variety of programs and events there is a focus on policy development and strategic initiatives.

Job Responsibilities:

Operations:

- Financial projects related to monitoring division budget;
- Invite and correspondence tracking related to Chamber-wide events;
- Assistance with scheduling, calendar management, meeting logistics for Executive Vice President & Chief Policy Officer.

Events:

- Assist with meeting and event preparation, including speaker invitations and briefings, event logistics, and day-of event responsibilities.
- Assist with audience curation, outreach, and communication.
- Research speakers, topics, and organizations for potential event engagement.
- Maintain internal database of division events.

Qualifications: Strong organization and communication skills, excellent writing and proofreading skills, self-starter, attention to detail, motivated, ability to multi-task; experience with Microsoft Excel, Word and Outlook required; and knowledge of Microsoft Access, Power Point, and Cvent or other event platform beneficial, but not required.



Internship Title: Strategic Alliances and Outreach Intern

Department: Strategic Alliances and Outreach (DSAO)

Department Description: The mission of the Department of Strategic Alliances and Outreach is to develop and implement programs and initiatives to help the Chamber create new business relationships and partnerships across diverse audiences. The DSAO collaborates with all departments and centers of the U.S. Chamber, provides counsel on policy issues and leads special projects. Whether working with diverse business organizations, civic groups, universities or young entrepreneurs, DSAO gives a megaphone to the voice of business across the country and shares the positive impacts of the free enterprise system.

Job Responsibilities:

- Research and analyze issues facing diverse businesses and communities such as entrepreneurship, access to capital, supplier diversity and workforce development.
- Prepare briefing materials and participate in strategy meetings.
- Serve as liaison to external partners and organizations.
- Assist with planning and execution of all DSAO events.
- Provide logistical support for DSAO events and programs, including producing event materials and following-up with attendees.
- Provide administrative support to the Vice President and Executive Assistant.
- Develop and manage special projects as assigned.
- Create and design a special project that culminates in a formal presentation at the conclusion of the internship.

Qualifications: Candidates should be big thinkers and problem-solvers. Must have strong organizational and interpersonal skills, attention to detail, the ability to multi-task, and maintain professional conduct at all times. Outstanding written and oral communications skills are essential. Related coursework might include: Business, Law, Communications, Marketing, Public Affairs and Political Science. Working knowledge of Microsoft Office and PowerPoint preferred.



TITLE: Intern, U.S.-Africa Business Center

DEPARTMENT: International

JOB RESPONSIBILITIES:

- Supporting the AfBC team with marketing and database management, research related to member and staff inquiries, event management, and publication development
- Supporting the AfBC team with research on relevant policy topics
- Supporting the continued development of team regional strategies
- Drafting policy briefs to inform AfBC members about regional regulatory issues
- Representing AfBC by joining the team for hill briefings and topically/regionally relevant meetings around Washington
- Supporting meeting and event planning for engagements with African government officials
- Supporting the AfBC team by drafting letters on policy issues to be delivered to African government officials
- Supporting policy dialogue through engagement on social media
- Supporting AfBC events with graphics creation
- Supporting efforts of colleagues in other regional teams in the department

QUALIFICATIONS:

Outstanding written and oral communications skills are essential. A strong interest in African Affairs and business are preferred.



Title: Emerging Issues Intern

Department: U.S. Chamber of Commerce Foundation

The U.S. Chamber of Commerce Foundation is a nonprofit organization that educates the public on the necessary conditions for business and communities to thrive, how business positively impacts communities, and helps businesses prepare for the future.

We are seeking an intern in our emerging issues department for the summer.

Job Responsibilities:

- Provide support to the emerging issues team by supporting the research, planning, and execution of Foundation programs. Some of these programs and tasks may include:

MBA Case Competition

Assist with editing and proof-reading 2019 case; conduct research to assist drafting of case

Assist in building lists and spreadsheets of MBA program contacts

Assist with editing and proof-reading promotional and outreach materials for competition

Shared Solutions Toolkit and Tour: Empowering Businesses to Respond to the Opioid Crisis

Research and write about how businesses are responding to the crisis.

Help organize distribution and marketing around the toolkit

Support 10 city tour events as needed

- Write blog posts for the website focusing on emerging issues and technologies affecting the business community.
- Assist Foundation staff with event preparation and operations including pre-event research and other event-related tasks as assigned.
- Contribute to communications-related activities such as website and event postings, social media postings, press releases, etc.
- Manage special projects as assigned.

Qualifications: Excellent research and writing skills as well as organization and communication skills; proficiency in MS Office (including Word, Excel, and PowerPoint); strong proofreading, presentation and editing skills.



Social Media / Digital Marketing Intern - 2019

Company Description:

West, Lane & Schlager Realty Advisors, LLC (WLS) is a leading commercial real estate brokerage firm that exclusively represents tenants in the Washington, D.C. Metropolitan area. Clients of West, Lane & Schlager include a full spectrum of companies from nonprofit organizations and trade associations, professional services firms, government contractors, as well as technology and law firms. WLS provides full-service tenant representation, investment services, project management, strategic planning, and lease audit services. For more information on West, Lane & Schlager, please visit www.wlsrealty.com.

Job Description:

Responsible for building and expanding WLS's social media presence by increasing awareness, creating a strong B-B outreach, identifying top CRE influencers, engaging daily with Twitter and LinkedIn, and developing creative content to highlight our value as thought-leaders in commercial real estate.

Job Responsibilities:

- Assist in managing social media channels (LinkedIn, Twitter, FB)
- Develop content for social media posts
- Develop editorial calendar to ensure content is timely, relevant and engaging
- Find and repost relevant news articles, etc.
- Research/write blogs for website and posts
- Prepare weekly updates/reports to track growth and success rates of each campaign
- Keep up to date and informed on the latest digital marketing/social media trends
- Research partnership opportunities for social media content/engagement
- Repurpose content from WLS website/press releases for social media channels
- Identify social listening
- Interview employees and write up profiles/articles for social media posts



- Assist with website updating & email marketing campaigns
- Assist with ad development/placement on LinkedIn & Twitter

Qualifications:

Marketing/Communication candidates preferred. Understand and utilize social media platforms, digital media and web/social media management and measurement tools. Working knowledge of email campaigns (specifically MailChimp) and Microsoft Office - Adobe Creative Suite a plus. Outstanding written and verbal communication skills with an interest in digital communication. Candidates must have an attention to detail, excellent organizational skills, be self-motivating, work independently, and enjoy collaborating and exploring new ideas.