Title: Economic Policy Intern

Department: Policy Division, Economic Policy Team

Department Description:
The U.S. Chamber’s Economic and Tax Policy Division focuses its work on advancing policies that create jobs and foster economic growth.

Position Overview:
Assist the Economic Policy Department compiling economic data, maintaining data sets, creating charts and visuals on economic data. Help organizing a committee of chief economists. Attend hearings, meetings, and other events related to economic policy. This internship is for academic credit. Candidates must be eligible to receive academic collegiate credit.

Job Responsibilities:
- Monitor economic calendar for important data releases
- Update data in economic model when new data is released
- Update charts when new data comes out
- Search for interesting new data sets that would help further organization’s goals
- Interact with other policy groups within organization to see if there are ways to incorporate the Economic Policy Group in their work
- Help set up new chief economists committee (specific tasks TBD)
- Monitor economics news
- Attend relevant hearings and panel discussions and report back interesting and important statements

Qualifications:
- Working knowledge of Microsoft Office required
  - Microsoft Excel proficiency is strongly desired
- Excellent research aptitude
- Good verbal and written communication skills
- Strong organizational skills and the ability to multitask
- Background or interest in economics, business, or finance
- Desire to work in economic policy

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.