Title: Intern, Research and Communications, Emerging Issues
Department: U.S. Chamber of Commerce Foundation

Department Description:
The U.S. Chamber of Commerce Foundation is dedicated to strengthening America’s long-term competitiveness and educating the public on how our free enterprise system improves society and the economy. The Foundation conducts research and produces events on issues facing business now and in the future. Through its initiatives, the Foundation builds skills, drives innovation, and encourages growth.

Position Overview:
The Foundation’s Emerging Issues team is seeking an intern to support our current and future programming in a research and communications capacity. Through this position, students will learn about complex issues and new technologies by honing their writing, research, and communication skills.

Job Responsibilities:
- Provide research support to the Emerging Issues team by assembling background information for assigned research projects as well as aiding in writing, formatting and editing of assigned research projects, presentations and products.
- Write blog posts for the website focusing on emerging issues and technologies affecting the business community.
- Assist with media monitoring and social listening and share insights for improving Foundation communication channels.
- Develop content and updates for internal newsletter for Foundation staff.
- Assist communications team with additional research and writing assignments, as needed.
- Assist Foundation staff with event preparation and operations including pre-event research and other event-related tasks as assigned.
- Manage special projects as assigned.

Qualifications:
- Excellent research, writing, presentation, and editing skills.
- Excellent attention to detail, ability to multi-task, and maintain professional conduct.
- Knowledge of Microsoft Office, PowerPoint, and Excel required.
- Exceptional customer service.
- Ability to work in a team environment.

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.