Title: Social Media Intern
Department: Communications Division

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 Communications and Strategy team serves as a strategic partner for our internal divisions, helping to simplify and streamline the work process for them and facilitate greater support from the broader communications team.

Position Overview:
The Social Media Intern will execute on the U.S. Chamber’s social media strategies, create content, and monitor social media trends.

Job Responsibilities:
- Create social media content, including by not limited to Facebook, Twitter, LinkedIn, and Instagram
- Proofread and upload web content
- Track, analyze, and report web metrics
- Follow news, events, and business trends to suggest content ideas
- Interview subjects, report, and write for our website

Qualifications:
Background in journalism or digital communications and an interest in public policy. Experience working in the editorial department of a student newspaper or other publication or website is a plus.

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.