



**U.S. Chamber of Commerce**

1615 H Street NW  
Washington, DC 20062

**INTERNSHIP PROGRAM**  
*Spring 2017*

The U.S. Chamber of Commerce, founded in 1912, is the world's largest not-for-profit business federation. At home and abroad, we champion the principles of private enterprise. We fight for business and free enterprise before Congress, the White House, regulatory agencies, the courts, the court of public opinion, and governments around the world.

The Chamber has approximately 500 employees nationwide. Our headquarters is located in Washington, DC, on Lafayette Square across from the White House.

### **Internship Program Overview:**

We are proud to offer a wide variety of internship opportunities to the best and brightest young leaders. At the Chamber, you will obtain hands-on, meaningful work experience designed to meet your academic and career goals. Our internships offer responsibilities such as research, writing, database management, web page maintenance, communications, and event preparation. During the internship, you will be able to network with colleagues and senior-level executives while participating in educational and professional activities designed to enhance your internship experience.

The following events are currently included in our internship program:

- Welcome Lunch and Orientation;
- Lunch and Learn: a luncheon series that provides interns with multiple opportunities to converse with and seek the advice of senior-level Chamber executives;
- Your First Steps toward Success: a workshop designated to enhancing your resume writing, cover letter writing and interviewing skills;
- Young Professionals Panel: A luncheon series that offers interns the opportunity to ask questions and receive guidance from a panel consisting of four to five successful recent graduates;
- Sporting Events: past events have included Nationals baseball games and Wizards basketball games;
- White House Tour;
- Private Intern Reception with Tom J. Donohue, *President and CEO, U.S. Chamber of Commerce*; and
- Exit Interviews.

# Internship Opportunities

## Communications

**Title:** *Communications & Strategy Intern*

**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 coordinates a variety of marketing initiatives and comprehensive communication plans and programs that include local and national advertising, digital media, events, websites, e-newsletters, and policy promotion marketing and communication.

### Job Responsibilities:

- Assisting with internal and external marketing initiatives, print and on-line advertising efforts, digital media, and conducting market research.
- Assisting on projects that span the various brands of the Chamber, including the Corporate Citizenship Center, the International Division, and FreeEnterprise.com.
- Additional responsibilities in other areas of communications (including editorial, traditional and digital media, web, etc.) may be possible.

**Qualifications:** Outstanding written and oral communications skills are essential. Working knowledge of Microsoft Office and internet research skills are required. The internship will require a commitment of twenty to forty hours per week. Related coursework should include: Communications Studies, Journalism, Business, Marketing, or Public Affairs/Political Science. Academic major is not as important as related coursework. A one or two-page (max) writing sample is required with the application.

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**Title:** Media and External Communications Intern

**Department:** Media and External Communications

**Division (if applicable):** Communications

**Department or Division 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.

### Job Responsibilities:

- Managing press inquiries, specifically the press inbox and phone line;
- Developing and managing media lists;
- Developing and managing blog lists and other influencers;
- Drafting media advisories, press releases and other materials as required;
- Overseeing reporters at open press events;
- Coordinating logistics for media interviews; and
- Assisting with other Communications Division projects as needed.

**Qualifications:**

Demonstrated interest in media relations, journalism or communications.  
Related coursework might include: Communications Studies, Journalism, Public Affairs, Government/Political Science, Business and/or Marketing.

Strong oral and written communications skills.

Experience with Microsoft Office.

Familiarity with CRM or similar systems as well as previous experience in an office or professional environment preferred.

The internship will require a commitment of thirty to forty hours per week.

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## **Communications**

**Title:** *Digital Content Intern*

**Department Description:** The Digital Content/Communications division communicates the U.S. Chamber's pro-business messages by creating content for the organization's leading web properties.

### **Job Responsibilities:**

- Create social media content;
- Proofread and upload web content;
- Track, analyze, and report web metrics;
- Follow news, events, and business trends to suggest story ideas; and
- Interview subjects, report, and write for digital outlet.

**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. The internship could be part-time or full-time depending on a candidate's qualifications and availability.

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## **Congressional and Public Affairs**

**Title:** *Congressional Infrastructure Intern*

**Department Description:** The Congressional and Public Affairs Division is the primary advocacy and lobbying arm for the U.S. Chamber of Commerce, 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,
- Research issues related to infrastructure and federal infrastructure investments,
- Plan events intended to mobilize support for greater federal infrastructure investment,
- Support the activities of two lobbyists charged with advocating on infrastructure issues, and
- Draft correspondence and other position papers

**Qualifications:** At least two years of college with a plan to graduate with a Bachelor's degree.

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## **U.S. Chamber of Commerce Foundation**

**Title:** *Intern, Events*

**Department or Division 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.

### **Job Responsibilities:**

- Provide administrative support to the Foundation's events team.
- Assist with meeting and event preparation, including sponsorship support and day-of event responsibilities.
- Assist in researching speakers and timely, forward-thinking topics for Foundation programs.
- Manage special projects as needed.
- Assist with coverage of the Foundation's main phone line.

**Qualifications:** Strong skills in writing, editing, research, and organization. Solid knowledge of Microsoft Office and Excel. Excellent attention to detail, ability to multi-task, and maintain professional conduct at events.

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## **U.S. Chamber of Commerce Foundation**

**Title:** Intern, Research, U.S. Chamber of Commerce Foundation

**Department Description:** The U.S. Chamber of Commerce Foundation (USCCF) educates the public on the necessary conditions for business and communities to thrive, how business positively impacts communities, and emerging issues and creative solutions that will shape the future of business.

### **Job Responsibilities:**

- Providing research support to the senior director of emerging issues and research by assembling background information for assigned research projects as well as aiding in writing, formatting and editing of assigned USCCF research projects, presentations and products;
- Write blog posts for the website focusing on emerging issues and technologies affecting the business community;
- Assisting USCCF staff with event preparations and operations including pre-event research and other event-related tasks as assigned;
- Providing administrative support for USCCF by assisting with department-wide events and answering the main phone line;
- Managing 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. **Please submit two writing samples (e.g. research paper, blog post, professional correspondence, etc.) along with your application.**

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## **U.S. Chamber of Commerce Foundation**

**Title:** *Communications Intern*

**Department Description:** The U.S. Chamber of Commerce Foundation (USCCF) educates the public on the necessary conditions for business and communities to thrive, how business positively impacts communities, and emerging issues and creative solutions that will shape the future of business.

### **Job Responsibilities:**

- Provide administrative assistance including the compiling of email lists from marketing database and monitoring and responding to events inbox;
- Assist with website and event postings as well as other social media activities (writing and editing);
- Drafting of press materials around major events and initiatives;
- Assist with coverage for USCCF main phone line; and
- Additional responsibilities in other areas of communications (including editorial, media, web, etc.) may be possible.

**Qualifications:** Strong writing skills, solid knowledge of Microsoft Office and multiple social media platforms (Facebook, Twitter, LinkedIn, etc.), able to multi-task, remain organized, and maintain professional conduct at events. Understanding of web and social analytics is a plus.

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## **Fundraising and Development**

**Title:** *Corporate Research Intern*

### **Department Description:**

The research team of the fundraising and development department supports the Chamber's fundraising efforts primarily by researching companies and issues that affect the business community and providing prospect lists and briefing materials.

### **Job Responsibilities:**

The Corporate Research Intern will assist the fundraising department in prospecting, preparing briefing materials, and data management. Specific responsibilities include, but are not limited to, the following:

- Conduct news searches and write summaries
- Develop and update contact list
- Develop targeted prospect lists
- Research companies and individuals and write summaries
- Database entry and recall

The Corporate Research Intern will also have the opportunity to learn about the myriad policy issues facing the business community through their research and by attending chamber events.

**Qualifications:** Prior work experience (including internships) is strongly preferred. Strong organization and communication skills, particularly writing; Self-starter, attention to detail, motivated, ability to multi-task; Experience with Microsoft Excel, Word and Outlook required; Knowledge of Microsoft Access and Power Point beneficial, but not required.

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**Title:** *International Affairs Executive/Operations Team*

**Department Description:** The Chamber's International Division works to create a level playing field for trade to generate economic growth and American jobs. Drawing on the resources of the world's largest business federations, the Division's International Leadership Program provides multinational companies with customized business development and government relations support through a wide variety of programs focused on international policy development and strategic initiatives.

**Job Responsibilities:**

- Conduct corporate research;
- Assist in strategic fundraising development;
- Assist in providing government relations services to corporate membership;
- International team coordination/administration; and
- Assist in event planning.

**Qualifications:** Excellent research, writing, proofreading and editorial skills; excellent interpersonal skills and attention to detail; excellent organizational skills to plan and execute logistics for department meetings and conferences. Rising junior or senior with prior work experience (including internships) is strongly preferred.

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**International**

**Title:** *African Affairs Intern*

**Department Description:** The Chamber's International Division works to create a level playing field for trade to generate economic growth and American jobs. The mission of the U.S. – Africa Business Center is to engage the U.S. business community on legislative policies that foster foreign direct investment in Africa, to facilitate trade between the United States and African countries, and to introduce U.S. companies to the continent's vast economic opportunities.

The biggest obstacles to economic engagement across Africa are the unknown and perceived risks. The U.S.-AfBC's job is to help companies mitigate these risks through advocacy and access and by identifying investment opportunities.

**Job Responsibilities:**

- Supporting the U.S.-AfBC team with marketing and database management, research related to member and staff inquiries, event management, publication development, and staff travel preparation.
- Representing U.S.-AfBC by attending Hill briefings and topically/regionally relevant meetings around Washington.
- Supporting the U.S.-AfBC team with research on relevant policy topics.
- Supporting the U.S.-AfBC team by drafting letters on policy issues to be delivered to African government officials.
- Drafting policy briefs to inform U.S.-AfBC members about regional regulatory issues.
- Supporting meeting and event planning for engagements with African government officials.
- Supporting policy dialogue through engagement on social media.
- Supporting efforts of colleagues in other regional teams.
- Engage in work with the U.S.-AfBC, U.S.-ECOWAS Business Initiative, and other Councils.

**Qualifications:** Outstanding written and oral communications skills are essential.

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**International**

**Title:** *Americas Intern*

**Job Responsibilities:**

- Help to organize and promote events featuring top tier government officials from the United States and Latin America (AACCLA meeting, Heads of State visits, etc.);
- Research sectoral information and trends in Latin America;
- Compile Latin America news briefs; and
- Market the Americas programs to business executives.

**Qualifications:** Advanced computer skills, including MS Office and Internet; strong verbal and written communication skills in English; attention to detail and ability to work without close supervision; and Spanish language skills and familiarity with Latin America (preferred).

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**International**

**Title:** *European Affairs Intern*

**Department Description:** The Chamber's European Affairs team champions pro-business trade and investment policies on both sides of the Atlantic, working with leaders in government and business to expand commercial opportunities for members by promoting open and competitive markets, economic growth, and transatlantic cooperation.

**Job Responsibilities:**

- Conduct research on key issues and company prospects, draft event summaries, and monitor news/trends in Europe
- Provide logistical and administrative support for events and travel to help ensure smooth operation of the department;
- Assist with department communications and writing; and
- Attend and report on think tank events, Capitol Hill briefings, and other programs related to US-EU trade and investment

**Qualifications:** Excellent public relations and interpersonal skills; excellent writing, proofreading and editorial skills; excellent organizational skills to plan and execute logistics for department meetings and conferences. Candidates with fluency in one or more additional European languages and with experience living or working in Europe preferred.

This position is part-time, paid, and schedules are flexible.

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**International**

**Title:** *Global Initiatives Intern*

**Department Description:** The Chamber's Global Strategic Initiatives team is committed to advancing member companies' interests through reliable and effective engagement with multi-lateral institutions, governments, and international business coalitions.

**Job Responsibilities:**

- Assist with planning and logistics of events; assist with department communications
- Assist in research, event summaries, and monitor news in Eurasia region
- Offer overall program support for Global Initiatives team

**Qualifications:** Excellent public relations and interpersonal skills; excellent writing, proofreading and editorial skills; excellent organizational skills to plan and execute logistics for department meetings and conferences. Candidates with an interest and background in Eurasia preferred. This position is part-time, paid, and schedules are flexible.

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**International**

**Title:** *International Policy Intern*

**Department Description:** The Chamber's International Division works to create a level playing field for trade to generate economic growth and American jobs. The International Policy shop advocates for pro-business trade and investment policies working with leaders in government and business. The International Policy Intern provides support to the for International Policy team in the conduct of advocacy of Chamber policy positions vis-a-vis U.S. trade and investment globally.

**Job Responsibilities:**

- Assist with the planning and logistics of events;
- Assist with department communications and writing; and
- Attend policy programs in Washington related to trade policy.

**Qualifications:** Excellent public relations and interpersonal skills; excellent writing, proofreading and editorial skills; excellent organizational skills to assist in scheduling, planning, and executing logistics for department meetings and conferences.

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**International**

**Title:** *Middle East and Turkey Affairs Intern*

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

**Job Responsibilities:**

- Offer critical program support to the growing Turkey and Middle East team during a busy season;
- Assist with logistics for events and travel, and will engage in day to day administrative work to help ensure the smooth operation of the department; and
- Engage in work with the GCC, Iraq and Egypt business councils.

**Qualifications:** Excellent research, writing, proofreading and editorial skills; excellent interpersonal skills and attention to detail; excellent organizational skills to plan and execute logistics for department meetings and conferences.

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## **International**

**Title:** *South and Southeast Asia Intern*

### **Job Responsibilities:**

- Offer critical program support to the South and Southeast Asia teams during a busy season;
  - Assist in research, event summaries, and monitor news in the South and Southeast Asia regions;
  - Provide logistical and administrative support for events and travel to help ensure the smooth operation of the department;
  - Assist with any special tasks, presentations, projects, and reports; and
  - Engage with the South and Southeast Asia teams, U.S.-Pakistan Business Council, and Trans-Pacific Partnership (TPP) work.
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## **Global Intellectual Property Center**

**Title:** *GIPC IP Policy Intern*

**Department Description:** The mission of the U.S. Chamber of Commerce's Global Intellectual Property 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 IP Team;
- 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

**Qualifications:** Candidates must have strong organizational, writing, research and interpersonal skills. An interest in IP policy is desired, but not necessary. This is a 20-40 hours/week internship.

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## **Global Intellectual Property Center**

**Title:** *GIPC Events and Communications Intern*

**Department Description:** The mission of the U.S. Chamber of Commerce's Global Intellectual Property 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 Operations and Communications Team;
- Provide logistical support and assist appropriate staff with attendee materials for all GIPC events and programs;

- Draft member communications related to event invitations and policy updates;
- Draft letters to the editor, blogs, and marketing emails;
- Assist with list management for marketing communications;
- Create social media posts to highlight current IP policy issues;
- Provide creative and analytical support for GIPC's digital media properties; and
- Execute special projects as assigned.

**Qualifications:** Candidates must have strong organizational and interpersonal skills, attention to detail, the ability to multi-task, and maintain professional conduct at events. An interest in IP policy is desired, but not necessary. This is a 20-40 hours/week internship.

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### **Political Affairs and Federation Relations**

**Title:** *Political Affairs Intern*

**Department or Division Description:** The Political Affairs and Federation Relations Division is responsible for directing the Chamber's national political, grassroots, and election-related activities, as well as its advocacy programs, including the Free Enterprise Network and Friends of the U.S. Chamber. The division also provides resources and services to associations and chambers of commerce that are members of the U.S. Chamber of Commerce. This includes overseeing the Association Committee of 100, the most prestigious group of association CEOs and executives in the country; the Chamber of Commerce Committee of 100, an elite group of the nation's leading chamber CEOs; and the Institute for Organization Management, the nation's premier nonprofit executive training program.

### **Job Responsibilities:**

- Provide research support on political and legislative issues, including tracking legislative activity and candidate tracking information;
- Provide administrative support to the Political Affairs team;
- Provide administrative and day of support for events, including creating event attendee lists and preparing event name badges; and
- Manage special projects as assigned.

**Qualifications:** The Political Team is seeking an individual currently pursuing an undergraduate degree for a paid internship focused on administrative and research support during the fall semester. Candidate must be based in DC, and have an avid interest in the American Political system. Excellent organization and communication skills; proficiency in MS Office; strong proofreading and editing skills.

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### **U.S. Chamber of Commerce Foundation**

**Title:** *Corporate Citizenship Program and Event Intern*

**Department:** Corporate Citizenship Center (CCC)

### **Job Responsibilities:**

- Special Projects:

- 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.
- Event Coordination:
- Assist appropriate staff with pre-event logistics and attendee materials.
- Help plan and execute CCC's major events.

**Qualifications:** Prior work experience (including internships) is strongly preferred. Preferred candidates pursuing a degree in business, management, or social sciences; strong organization and communication skills, particularly writing; self-starter, attention to detail, motivated, ability to multi-task; experience with Microsoft Excel, Word and Outlook required; and knowledge of Microsoft Access and Power Point beneficial, but not required.

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### **U.S. Chamber of Commerce Foundation**

**Title:** *Center for Education and Workforce Program and Staff Intern*

**Department Description:** The U.S. Chamber of Commerce Foundation's (USCCF) Center for Education and Workforce seeks to strengthen American competitiveness through education and skills training. Through its programs, publications, and policy initiatives--and drawing upon the Chamber's extensive network of members--we inform and mobilize business to be more engaged partners, challenge the status quo, and connect education and workforce reforms to economic development.

### **Job Responsibilities:**

This spring, the Foundation's Education and Workforce team will execute various programs of work on K-12 education, youth employment, higher education, and workforce training. Qualified candidates will assist with the planning and execution of all education and workforce events, supporting communications efforts, and collecting and analyzing research in support of these efforts. Specific duties include but are not limited to:

- Assist the Education and Workforce team with outreach to state and local business and education groups;
- Assist with event planning and logistics;
- Staff in-town events;
- Write blogs and manage social media;
- Provide briefing materials to help staff prepare for meetings;
- Provide research and analysis on various education and workforce topics and policies in scholarly articles as well as current news and media; and
- Execute special projects as assigned.

**Qualifications:** Must be receiving college credit for the internship. Must be enrolled in an undergraduate, graduate, or law program at an accredited college/university. Must be available to work at least 20 hours a week. Interest in education and workforce issues is required. Desired: strong writing, proofreading, and editing skills; ability to multitask in a fast-paced environment; self-starter; problem-solver; and excellent interpersonal and organizational skills. For more information on the Foundation's Center for Education and Workforce or the U.S. Chamber visit <http://www.uschamberfoundation.org/center-education-and-workforce>.

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## **Institute for 21st Century Energy**

**Title:** *Intern*

**Department Description:** The U.S. Chamber's Institute for 21st Century Energy (Energy Institute) is working to unify policymakers, regulators, business leaders, and the American public behind a common sense energy strategy to help keep America secure, prosperous, and clean. Through policy development, education, and advocacy, the Institute is building support for meaningful action at the local, state, national, and international levels. The Energy Institute partners with state and local chambers nationally on initiatives to inform public official, business leaders, and the public on current energy issues. For more information on the Energy Institute, visit [www.energyxxi.org](http://www.energyxxi.org).

### **Job Responsibilities:**

- Provide research support on legislative issues including drafting letters, tracking legislation, attending hearings on Capitol Hill
- Participate in relevant government and company meetings, as appropriate
- Research, monitor, and analyze emerging energy issues that significantly impact the business community
- Assist with digital media outreach including following news and events to suggest social media communication ideas
- Assist with report production and design;
- Provide logistical support for all events and programs
- Assist staff in contact management, website maintenance, and member communications
- Execute special projects as assigned

**Qualifications:** Outstanding written and oral communications skills are essential. Working knowledge of Microsoft Office and internet research skills are required. Must be a current college student with a plan to graduate with a undergraduate or graduate degree. Candidates should be hard-working and solution-oriented self-starters who work well on a team.