



**U.S. Chamber of Commerce**

1615 H Street NW  
Washington, DC 20062

**INTERNSHIP PROGRAM**  
*Spring 2018*

# Internship Opportunities

## Center for Capital Markets Competitiveness

**Title:** *Intern*

**Department Description:** The Center for Capital Markets Competitiveness's (CCMC) mission is to advance America's global leadership in capital formation by supporting diverse capital markets that are the most fair, transparent, efficient, and innovative in the world. CCMC advocates on behalf of American businesses to ensure that legislation and regulation strengthen our capital markets allowing businesses to mitigate risks, manage liquidity, access credit, and raise capital.

### Job Responsibilities:

- Provide logistical support all CCMC events and programs, including producing event materials and following-up with attendees.
- Attend all CCMC events and assist with day of event activities.
- Assist in database management including: updating and de-duping contacts in the system and creating contact lists for various working groups.
- Research and draft analysis on capital formation, systemic risk, fiduciary duty, corporate governance, and other capital markets related policies.
- Provide administrative support to the Policy, Communications and Operations Teams.
- Work with the team to create and design a special project that culminates in a formal presentation at the conclusion of the internship.

**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.

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## 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.

### 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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## **Communications**

**Title:** *Media and External Communications Intern*

**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.

### **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.

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## **Communications**

**Title:** *Social Media 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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### **Chamber Technology Engagement Center (C\_TEC)**

**Title:** *C\_TEC Intern*

**Department Description:** The mission of the U.S. Chamber Technology Engagement Center is to tell the story of technology's role in our economy and advocate for rational policy solutions that drive economic growth, spur innovation, and create jobs. While C\_TEC represents true technology companies—large and small, mature and startups, traditional and Internet based—it also serves as a bridge and gateway to the many other sectors that use technology, and where appropriate, brings providers and users together to advocate effectively on core issues of mutual concern.

#### **Job Responsibilities:**

- Provide administrative support to the team
- Provide day of support for events, including creating event attendee lists and preparing event name badges;
- Draft member communications related to event invitations;
- Assist with list management for communications;
- Create social media posts to highlight current tech policy issues;
- Monitor House and Senate votes on tech legislation
- Execute 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. Candidates must have strong organizational and interpersonal skills, attention to detail, and the ability to multi-task. An interest in technology is desired, but not necessary.

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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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## **Global Partnerships & Marketing**

**Title:** *Intern*

**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.

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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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### **Hiring Our Heroes**

**Title:** *Hiring Our Heroes Intern*

**Department Description:** Hiring Our Heroes, a program of the U.S. Chamber of Commerce Foundation, launched in March 2011 as a nationwide initiative to help veterans, transitioning service members, and military spouses find meaningful employment opportunities. Working with the U.S. Chamber of Commerce's vast network of state and local chambers and strategic partners from the public, private, and non-profit sectors, our goal is to create a movement across America in hundreds of communities where veterans and military families return every day. To date, more than 27,200 veterans and military spouses have obtained jobs through Hiring Our Heroes events. More than 2,000 companies of all sizes have committed to hire 707,000 veterans and military spouses as part of the Hiring 500,000 Heroes campaign. Of those commitments, there have been more than 500,000 confirmed hires.

#### **Job Responsibilities:**

- Provide research support on veteran-related current events for Communications and Digital Programs team;
- Provide administrative and day of support for in-house events, including creating event attendee lists and preparing event name badges;

- Write talking points, copy and overview documents;
- Provide administrative support to the Hiring Our Heroes team; and
- Manage special projects as assigned.

**Qualifications:** Hiring Our Heroes is seeking an individual, currently pursuing an undergraduate degree, who seeks a paid internship focused on administrative and research support during the Spring semester. Candidate must be based in DC, and have an avid interest in the veterans related issues, and/or operations and administration. Excellent organization and communication skills; proficiency in MS Office ; strong proofreading and editing skills.

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## **International**

**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:** *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 sectorial 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:** *Brazil-U.S. Business Council Intern*

**Department Description:** Brazil Council interns participate in the organization and marketing efforts of Council meetings. These meetings bring together a number of senior government representatives from Brazil and the United States, and also top executive from Fortune 500 companies. They help prepare agendas, materials and briefings for monthly meetings, the Brazil Mission to Brasilia and for our annual meeting. According to their abilities, interns do a great deal of writing and editing for the Council. Specifically, their duties range from drafting, editing, and preparing correspondence and informational materials for our members, including translating important documents; research, information gathering and organization; database administration; aiding with event planning; and assisting with administrative tasks. If they prove to have superior writing skills, they may also prepare press releases and briefings, and assist in determining topics for intelligence briefings for top U.S. Chamber officials.

### **Job Responsibilities:**

- Offer critical program support to the growing Brazil team during a busy season;
- Assist with logistics for events and travel, engage in day to day administrative work to help ensure the smooth operation of the department; and
- Engage in work with the Americas Department.

This position requires a 6 month commitment from September 2017-May 2018.

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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. The European Affairs team also manages the work of the U.S.-UK Business Council.

### **Job Responsibilities:**

- Conduct research on key issues and company prospects, draft event summaries, and monitor news/trends in Europe;
- Track the latest developments on Brexit and in transatlantic relations;
- Provide logistical and administrative support for events and travel to help ensure smooth operation of the program;
- Assist with department communications and writing; and
- Attend and report on think tank events, Capitol Hill briefings, and other programs related to U.S.-EU and U.S.-UK 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 paid and part-time with a flexible schedule.

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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 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;
- Assist with research and database management; 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:** *Asia Intern*

### **Job Responsibilities:**

- Offer critical program support across the Asia team during a busy season;
- Assist in research, event summaries, and news monitoring in the South Asia and Asia Pacific 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, U.S.-Japan Business Council, U.S.-Korea Business Council, and general Asia work.

**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; academic background in Asia and international trade and economics.

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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 providing resources and services to the Chamber's association and chamber of commerce members (collectively, the Federation) and directing the Chamber's national political, grassroots, and advocacy programs, including Friends of the U.S. Chamber. Division management of the Federation includes overseeing the Association Committee of 100 and Chamber of Commerce Committee of 100, two of the most prestigious groups of business community CEOs and executives in the country; the Fly-In Briefing Program, which provides over 80 policy briefings to chamber members throughout the year; 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 legislation progress and candidate information;
- Provide administrative support to the Political Affairs team;
- Provide administrative and day of support for events, including meeting room management, creating event attendee lists, and preparing event briefs; 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 summer 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 Institute for Legal Reform**

**Title:** *Marketing Intern*

#### **Job Responsibilities:**

The Marketing Intern will be responsible for assisting the ILR organization in the development and implementation of its marketing efforts to support our fundraising activities and build awareness of the ILR program. This will be accomplished through developing, maintaining and expanding marketing channels/methodologies to gain in roads into the legal community and the public at large.

#### **Primary Responsibilities (including, but not limited to):**

- Assist with development of various fundraising materials
- Maintain and utilizes monthly marketing calendar to coordinate necessary activities, specifically with the website and research marketing
- Assist with customizing, coordinating, and then disseminating of marketing information
- Assist in coordinating various marketing strategies including direct mail, social media, print ads, networking activities
- Develop a list of possible events to showcase our information
- Additional admin duties as necessary

#### **Qualifications:**

- Working towards Bachelor's degree in Marketing
  - Requires a good understanding of social media techniques, especially with LinkedIn
  - Must have excellent organizational skills, attention to detail, and the ability to prioritize in a changing environment
  - Must have excellent interpersonal skills and follow-up skills
  - Proactive problem prevention and issue resolution leadership ability
  - Proficiency in Microsoft Word, Excel, Internet, and Outlook required
  - Strong verbal and written communication skills required
  - Ability to work independently and as part of a team
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### **U.S. Chamber Litigation Center and Office of the General Counsel**

**Title:** *Legal Intern*

**Department Description:** The U.S. Chamber of Commerce is the world's largest business organization, representing the interests of more than 3 million businesses of all sizes. The Office of the General Counsel provides legal services to the Chamber and its affiliates on a wide range of legal issues. The U.S. Chamber Litigation Center advocates for fair treatment of business in the courts and before regulatory agencies. This internship will either be for pay or academic credit to be negotiated at a later time.

**Job Responsibilities:** As a Legal Intern at the U.S. Chamber of Commerce, you will work with the in-house lawyers of both the U.S. Chamber of Commerce and the U.S. Chamber Litigation Center. This is a great opportunity for a law student to gain valuable experience in an in-house legal environment, working on corporate, litigation, and compliance matters. Among other things, your duties will include:

- Assisting lawyers and communications professionals in the U.S. Chamber Litigation Center to manage a broad portfolio of federal and state court litigation matters, including Supreme Court amicus briefs and regulatory challenges under the Administrative Procedures Act;
- Assisting lawyers in the Chamber's Office of the General Counsel to provide advice to in-house clients on a variety of matters including commercial contracts; financial transactions; corporate governance; intellectual property; tax, lobbying and election law compliance; congressional matters and litigation; and
- Assisting lawyers in both of these law departments to research, monitor, and analyze emerging legal issues that significantly impact the business community.

**Qualifications:**

\*Working towards Juris Doctorate degree;

\* Must have excellent organizational skills, attention to detail, and the ability to prioritize in a changing environment;

\* Strong verbal and written communication skills required;

\* Ability to work independently and as part of a team

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

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

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

**Department Description:** The U.S. Chamber of Commerce Foundation Corporate Citizenship Center is a leading resource for businesses dedicated to making a difference. For more than 15 years, our programs, events, research, and relationships with key NGO and governments have helped hundreds of companies improve the impact of their efforts to improve social and environmental conditions.

**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.
- Communications support:
  - Write copy for social media posts when needed.

**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 fall, the Foundation's Education and Workforce team will execute various programs of work on childcare, K-12 education, , 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 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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### **U.S. Chamber of Commerce Foundation**

**Title:** *Events Intern*

**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:**

- Conduct research on speakers and future-looking topics for exciting, highly visible, forward-looking programs focused on ideas and innovations that impact business.
- Assist the program leads with recruiting speakers, composing agendas, and crafting high-profile packaging and marketing of these initiatives.
- Creatively author effective marketing copy to reach high-level audiences to attend the programs.
- Help develop new ways to collect data and feedback, and implement it for improvement.
- Assist with creating and editing pitch presentations for sponsorship targets.
- Provide support of all programs leading up to the events as well as day-of assistance helping to manage the program, speakers, attendees, and event logistics.
- Manage special projects as needed.
- Assist with coverage of the Foundation's main phone line.

**Qualifications:** We're looking for someone with strong skills in writing, editing, research, and organization; excellent attention to detail; ability to multi-task; and a team player with professional conduct.

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**U.S.-India Business Council (USIBC)**

**Title:** *USIBC Intern*

**Job Responsibilities:**

- Membership Service –
  - Format official USIBC letters related to meeting requests, business development efforts, and policy advocacy
  - Update the general membership page of USIBC's website to ensure new members are added
- Event Coordination –
  - Support event logistics by creating meeting flyers, organizing attendee lists; and creating online registration websites
  - Manage day-of event tasks such as greeting guests, registering participants, and confirming proper meeting room setup
  - Work with staff to maintain USIBC's Calendar of Events for both internal and external purposes
- Communications –
  - Use bulk email software (Emma) to draft flyers for upcoming meetings / events using approved information provided by policy staff
  - Provide help as needed to the distribution of USIBC's Daily Investor News subscription

**Additional Responsibilities:**

- Research and analyze developments in India's economic policy and assist in the preparation of background briefs, sector updates, press releases, and official correspondence;
- Track relevant U.S. and Indian legislation, calls for comments, and position papers of interest to member-companies;

- Research the activities of current and potential member-companies and foundations;
- Participate in relevant government and company meetings, as appropriate;

**Qualifications:** Enrolled in the final year of an undergraduate degree or graduate program and available 2 full days of the week; strong writing skills; interest in trade and investment policy, political economy, public policy, and/or government affairs; interest in U.S.-India commercial relations; previous India knowledge and/or experience is helpful but not required; proficiency in Microsoft Office Suite; professional demeanor and comfort attending member-company and government meetings, as deemed appropriate; and team-player willing to pitch in for "all hands on deck" events.