Title: Intern
Department: Strategic Alliances and Outreach

Department Description:
The mission of the Department of Strategic Alliances and Outreach is to develop and implement programs and initiatives to help the Chamber create new business relationships and partnerships across diverse audiences. DSAO collaborates with all departments and centers of the U.S. Chamber, provides counsel on policy issues and leads special projects. Whether working with diverse business organizations, civic groups, universities or young entrepreneurs, DSAO gives a megaphone to the voice of business across the country and shares the positive impacts of the free enterprise system.

Position Overview:
The Strategic Alliances and Outreach intern will work closely with all team members in an administrative and organizational capacity to help advance the department’s work across diverse audiences.

Job Responsibilities:
Specific responsibilities include, but are not limited to, the following:
- Research and analyze issues facing diverse businesses and communities such as entrepreneurship, access to capital, supplier diversity and workforce development
- Manage contacts and maintain DSAO’s Salesforce CRM system
- Prepare briefing materials and participate in strategy meetings
- Assist with planning and execution of all DSAO events
- Provide logistical support for DSAO events and programs, including producing event materials and following-up with attendees
- Provide administrative support to the Vice President, Senior Director and Senior Manager.
- Develop and manage special projects as assigned

Qualifications:
- Candidates should be big thinkers and problem-solvers
- Must have strong organizational and interpersonal skills
- Attention to detail, the ability to multi-task, and maintain professional conduct at all times
- Outstanding written and oral communications skills
- Proficiency in Microsoft Office is essential
- Proficiency in Salesforce CRM software is preferred
- Related coursework might include: Business, Law, Communications, Marketing, Public Affairs, Political Science and Information Technology

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.