



**U.S. Chamber of Commerce**

1615 H Street NW  
Washington, DC 20062

# **INTERNSHIP PROGRAM**

## ***Summer 2017***

# 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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## 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. 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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### **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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### **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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### **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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### **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 an undergraduate or graduate degree. Candidates should be hard-working and solution-oriented self-starters who work well on a team.

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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.
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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:** *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 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, U.S.-Japan Business Council, U.S.-Korea Business Council, and general Asia work.
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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)

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

**Title:** *Program and Events Intern, Institute for Organization Management*

**Department:** Federation Relations

**Division (if applicable):** Political Affairs and Federation Relations

**Department or Division Description:** The U.S. Chamber of Commerce is the world's largest business federation, representing more than three million businesses and organizations of every size, sector, and region. A critical component of the Chamber's membership comprises local and state chambers of commerce.

Institute for Organization Management is a professional development program for association and chamber executives. Presented by the U.S. Chamber of Commerce Foundation, Institute is hosted at five university locations across the country. Since 1921, thousands of nonprofit professionals have attended, making it the most recognized and valued educational program in the industry.

## **Job Responsibilities:**

- Assist with research, planning, and implementation of the Institute program events
- Draft communications for Institute volunteers and participants
- Assist with the day-to-day management of Institute social media
- Coordinate various communications, including creating and editing mailing and contact lists, drafting content, and completing mail merges
- Edit webpages (training is provided)
- Update and manage CMS database as well as other membership lists (training provided)
- Assist marketing coordinator with various projects
- Assist with Federation Relations projects as necessary

- Assist with other administrative duties as necessary

**Qualifications:**

Candidates must be a college junior or senior; meeting planning, communications, political science, marketing, or related major preferred. Intern must have excellent verbal, written, and customer service skills; knowledge of Microsoft Outlook, Word, Excel, and database skills; strong attention to detail, organization, and time management skills; the ability to work independently, handle multiple tasks, and meet time-sensitive deadlines; and availability to intern at least three business days per week. **Candidates must receive college credit for internship.**

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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.