



U.S. Chamber of Commerce

1615 H Street NW
Washington, DC 20062

INTERNSHIP PROGRAM
Summer 2017

Internship Opportunities

Communications

Title: *Design and Production Intern*

Department Description: The U.S. Chamber of Commerce's Communications Division promotes the organization's policy priorities, agenda, and brand to audiences in the United States and abroad. As part of the in-house creative team, the Design and Production Intern will support a variety of design projects and be exposed to the full creative process from concepts to final delivery. The internship will allow candidates to receive hands-on experience with clients and a thorough knowledge of production processes.

Job Responsibilities:

- Organize initial concept meetings and assist with project tracking.
- Facilitate proofs between clients and designers, obtaining appropriate feedback.
- Effectively communicate project statuses and schedules with clients and the Creative team.
- Help manage brand assets and field requests for logo files.
- Research and manage stock image requests.
- Assist in resolving artwork issues that arise during preflight.
- Prepare final press-ready files for print in on-site print shop.
- Assist with developing quick turnaround artwork for the Chamber's channels as needed.
- Brainstorm with the designers and contribute ideas and insight

Qualifications:

- Solid working knowledge of Adobe Creative Cloud software, specifically InDesign, Photoshop and Illustrator.
- Demonstrated ability to multi-task with acute attention to detail.
- Excellent organizational and communication skills.
- Diplomacy and good interpersonal skills, with the ability to remain calm in a fast-paced environment.
- Basic experience with Microsoft Office programs, including Excel, Word, and PowerPoint.

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.

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.

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.**