



U.S. CHAMBER OF COMMERCE INTERNSHIP PROGRAM

Next-Gen Scholars Internship Program

The [Next-Gen Scholars program](#) exposes students from historically black colleges and universities and minority-serving institutions to the world of business, public policy, government affairs and advocacy through summer internships at the U.S. Chamber of Commerce, thereby contributing to the development of the next generation of diverse business leaders.

A variety of internship opportunities are available and can be viewed in this document.

To be eligible for the Next-Gen Scholars program, applicants must be currently enrolled in an HBCU or other minority-serving institution. For more information on the Next-Gen Scholars program, please refer to the link above.

Due to the ongoing COVID-19 pandemic, the Summer Next-Gen Scholars Internship Program will be held virtually, and interns will be provided a laptop for the duration of the program. Applicants may select either monetary compensation or academic credit.

To be considered, all internship applications must be received by May 3, 2021.



Title: Intern, Communications

Department: Communications Department

Position Overview:

We are seeking an aspiring communications professional to support our fast-moving team that helps to further grow the Chamber's brand and influence at the global, national, and local levels. The team includes people who passionate about helping American businesses thrive and oversee strategic communications, media relations, social media, executive communications, and internal communications to support the Chamber's mission.

Job Responsibilities:

- Supports the Communications team reporting to the Sr Director of Internal Communications.
- Assists in planning, writing, and managing external and internal communications including newsletters, tool kits, social media content, and blog posts.
- Research, plan, and activate employee-focused campaigns.
- Provide administrative and logistical support for the Communications team as needed.
- Support the social media and editorial team in drafting and producing content.

Qualifications:

- Basic understanding/strong interest in communications, media relations, social media, and/or employee engagement.
- Understanding of social media tools and platforms including Twitter, Facebook, Instagram, and LinkedIn.
- Must be willing to submit writing samples.
- Familiar with content creation tools including Adobe Photoshop and iMovie.
- Strong research, grammar, and writing skills.
- Prioritization, time management, and organization skills are a must.

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Title: National Security Intern

Department: Cyber, Intelligence, and Supply Chain Security

Department Description:

The Division focuses on cybersecurity, supply chain and supply chain security, customs and trade facilitation, public-private partnerships, and emergency preparedness. The task force is composed of companies, associations, and state and local chambers that represent a broad spectrum of the American economy.

Position Overview:

The Chamber's Cyber, Intelligence, and Supply Chain Security Division seeks a passionate problem solver who is eager to learn, grow, and contribute to an established and expanding national security policy program. This individual will help develop and implement the Division's programs through: domestic and international cyber and supply chain policy analysis, development, and advocacy; event coordination and execution; coalition building; and communication with internal and external stakeholders. The ideal candidate will possess an understanding of the national security community—including an active knowledge of current and emerging policy issues and stakeholders—and a desire to create first-class policies and programs to enable the Chamber to drive the cybersecurity and supply chain dialogue in Washington and abroad.

Job Responsibilities:

- Apply knowledge of policy concepts and principles to develop analytical frameworks that will advance the division's strategic policy goals.
- Research and analyze companies and industries to support the division's business development initiatives.
- Create and maintain policy-related datasets, to include internal and external tracking documents.
- Interpret and distill policy-related information for senior team members.
- Keep the senior team and members aware of policy developments within the legislative and executive branches of government, including rulemakings, Congressional hearings, and other developments relevant to the division's strategic initiatives and member needs.
- Organize and facilitate policy meetings, as appropriate.

Qualifications:

- Strong public policy and data research skills.
- Excellent analytical skills with a keen ability to distill information into relevant, actionable insights.
- Intellectual agility, curiosity, and political intuition with sound judgment.
- The ability to multi-task and work collaboratively with colleagues.
- Strong verbal and written communications skills.
- Attention to detail.
- Strong time management and organizational skills.

This internship will be held remotely, and applicants may select either monetary compensation or academic credit.



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Title: Economic Policy Intern

Department: Economic Policy

Department Description:

The U.S. Chamber's Economic and Tax Policy Division focuses its work on advancing policies that create jobs and foster economic growth.

Position Overview:

Assist the Economic Policy Department compiling economic data, maintaining data sets, creating charts and visuals on economic data. Help organizing a committee of chief economists. Attend hearings, meetings, and other events related to economic policy.

Job Responsibilities:

- Monitor economic calendar for important data releases
- Update data in economic model when new data is released
- Update charts when new data comes out
- Search for interesting new data sets that would help further organization's goals
- Interact with other policy groups within organization to see if there are ways to incorporate the Economic Policy Group in their work
- Monitor economics news
- Attend relevant hearings and panel discussions and report back interesting and important statements

Qualifications:

- Working knowledge of Microsoft Office required – EXCEL STRONGLY DESIRED
- Excellent research aptitude
- Good verbal and written communication skills
- Strong organizational skills and the ability to multitask
- Background or interest in economics, business, or finance
- Desire to work in economic policy

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Title: Intern, Emerging Issues

Department: U.S. Chamber of Commerce Foundation

Department 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.

Position Overview:

The Foundation's Emerging Issues team is seeking an intern to support our current and future programming in a research, events, and communications capacity. Through this position, students will learn about complex issues and new technologies by honing their writing, research, and communication skills.

Job Responsibilities:

- Provide research support to the Emerging Issues team by assembling background information for assigned projects and events.
- Writing, formatting and editing of assigned research projects, presentations and products.
- Assist with media monitoring and social listening and share insights for improving Foundation communication channels.
- Assist Foundation staff with event preparation and operations including pre-event research and other event-related tasks as assigned.
- Assist in researching speakers and timely, forward-thinking topics for Foundation programs.
- Assist with meeting and event preparation, including speaker invitations and briefings, event logistics, and day-of event responsibilities.
- Assist with evaluating programs through post-event surveys and other metrics.
- Provide administrative support to the Foundation's emerging issues team.

Qualifications:

- Excellent research, writing, presentation, and editing skills.
- Excellent attention to detail, ability to multi-task, and maintain professional conduct.
- Knowledge of Microsoft Office, PowerPoint, and Excel required.
- Exceptional customer service.
- Ability to work in a team environment.
- Currently enrolled in an undergraduate or graduate program from accredited university.
- Ability to work 35 hours a week.

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Title: Event Content and Programming Intern

Department: Events

Department Description: The Chamber's Events team works to develop best-in-class virtual events for various nationwide and global audiences. The content and programming team works with departments within the U.S. Chamber to bring dynamic discussions and big ideas to life on a virtual event “stage.” From topic brainstorming, to speaker management, to on-screen graphic ideation, our team works hard to make complicated topics accessible, and important discussions memorable.

Job Responsibilities:

- Assist in researching topics for development of timely new events.
- Brainstorm and contribute ideas for speakers to invite to events.
- Manage and maintain speaker trackers for large events.
- Collect speaker biographies and headshots.
- Aid in the speaker management and preparation process.
- Draft agendas for team meetings and speaker briefing calls as needed.
- Assist in finding event video clips for use on Chamber website or in social media posts.

Qualifications:

Excellent research, writing, proofreading and editorial skills are required. Strong organizational and project management skills are critical to success in this role. Interest in journalism, communications, public policy, or digital storytelling is a plus. Experience writing for a student newspaper or working for a student digital or broadcast media outlet is strongly preferred.

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Title: Intern

Department: International Affairs Division – U.S.-Africa Business Center

Department Description:

The U.S.-Africa Business Center (AfBC), housed within the U.S. Chamber, advocates for two-way trade and investment between the U.S. and Africa. It is the preeminent U.S. based organization leading the business community into an era of unprecedented engagement with Africa’s regional economic communities, national governments, and the established African private sector.

Position Overview:

The intern will assist the Center in an administrative and organizational capacity. The intern will help to keep the Center running smoothly through tasks such as event preparation and management, social media engagement, and research when needed.

Job Responsibilities:

- Supporting the AfBC team with marketing and database management, research related to member and staff inquiries, event management, and publication development
- Supporting the AfBC team with research on relevant policy topics
- Supporting the continued development of team regional strategies
- Drafting policy briefs to inform AfBC members about regional regulatory issues
- Representing AfBC by joining the team for hill briefings and topically/regionally relevant meetings around Washington
- Supporting meeting and event planning for engagements with African government officials
- Supporting the AfBC team by drafting letters on policy issues to be delivered to African government officials
- Supporting policy dialogue through engagement on social media
- Supporting AfBC events with graphics creation
- Supporting efforts of colleagues in other regional teams in the department

Qualifications:

Outstanding written and oral communications skills are essential. A strong interest in African Affairs and business are preferred.

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Title: Executive/Operations Intern

Department: International Affairs

Department Description:

The Chamber's International Division works to provide its corporate members with customized advocacy, business development, and government relations support to successfully compete in the global marketplace through a wide variety of programs focused on international policy development and strategic initiatives.

Position Overview:

The International Executive team works across the division with regional teams to promote joint fundraising efforts. Intern will work closely to support the work of the Executive team through division-wide operations support and corporate fundraising research.

Job Responsibilities:

- International Executive Office team coordination and administration, to include operational duties to support all of our regional programs, i.e., budget, information tracking, etc.
- Assist in meeting planning, including support required during regional team events
- Conduct corporate research to assist in fundraising development

Qualifications:

- Excellent research, writing, proofreading and editorial skills
- Exceptional interpersonal skills and attention to detail
- Superior 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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Title: Political Affairs & Federation Relations Intern

Department: Political Affairs & Federation Relations

Department Description:

The Political Affairs and Federation Relations Division manages the U.S. Chamber's political, grassroots, and legislative advocacy programs, including the U.S. Chamber Action website, as well as all member activities relating to the Chamber's Federation.

Position Overview:

The Political Affairs and Federation Relations intern will assist the entire department in political research, grassroots advocacy, and Federation outreach and management.

Job Responsibilities:

- Deliver administrative and logistical support for virtual events, including but not limited to briefings for members nationwide; provide day of support, compose event briefings, and interact with participants as a representative of the division.
- Provide research support and political analysis for various types of division briefings.
- Assist Grassroots and Federation with content creation, copywriting, and outreach through email and social media outlets.
- Provide general administrative and operational support to the Political Affairs team.
- Execute and manage special projects as assigned.

Qualifications:

- Must be currently enrolled in a college or university.
- Ideal candidate will have excellent organization and communication skills, proficiency in Microsoft Excel, and strong proofreading and editing abilities.

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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

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Title: Corporate Citizenship Program and Event Intern

Department: U.S. Chamber of Commerce Foundation Corporate Citizenship Center

Department Description:

The U.S. Chamber of Commerce Foundation Corporate Citizenship Center (CCC) is a leading resource for businesses dedicated to making a difference. For more than nearly 20 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.

Position Overview:

The Corporate Citizenship Program and Event Intern will assist the CCC team with programming for virtual events and initiatives.

Job Responsibilities:

- 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, particularly on the topics of sustainability, health and wellness, disaster response and recovery, and economic empowerment.
- Assist with making updates to website as needed.
- Communications support:
 - Generate content as needed (write copy for social media posts, blog posts, etc.).
- Provide support to CCC team members on specific initiatives and virtual events.
 - Assist appropriate staff with pre-event and logistics, registration, and attendee materials.
 - Help plan and execute CCC's major virtual events.
- Be available for all planning meetings and provide ideas and support where applicable.

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.
- Possess strong attention to detail, self-motivation, and ability to multi-task.
- Experience with Microsoft Excel, Word and Outlook required; and knowledge of Microsoft Access and Power Point is beneficial, but not required.

This internship will be held remotely, and applicants may select either monetary compensation or academic credit.



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