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

Department Description:
The U.S.-Africa Business Center, 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.

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.