Title: Intern, U.S.-India Business Council
Department: International

Department Description:
The USIBC aims to create an inclusive bilateral trade environment between India and the United States by serving as the voice of industry, linking governments to businesses, and supporting long-term commercial partnerships that will nurture the spirit of entrepreneurship, create jobs, and successfully contribute to the global economy.

Position Overview:
Provide operations, event, and administrative support for the Chamber’s U.S.-India Business Council and other South Asia-focused initiatives in the department under the supervision of the Senior Director.

Job Responsibilities:

Event Coordination –
- Support event logistics by creating meeting flyers, organizing attendee lists; and creating online registration websites
- Manage day-of event tasks such as greeting guests, registering participants, and confirming proper meeting room setup
- Work with staff to maintain USIBC’s Calendar of Events for both internal and external purposes

Communications –
- Use bulk email software (Emma) to draft flyers for upcoming meetings / events using approved information provided by policy staff
- Provide help as needed to the distribution of USIBC’s Daily Investor News subscription

Graphic Design –
- Assist with developing quick turnaround artwork for USIBC as needed.
- Brainstorm with the designers and contribute ideas and insight
- Assist with developing quick turnaround artwork for the Chamber’s channels as needed.
- Brainstorm with the designers and contribute ideas and insight

Qualifications:
- Bachelor’s degree and 1-3 years’ related work experience
- Excellent administrative, organization, and customer service skills
- Ability to work independently and as part of a team
- Strong writing skills
- Exceptional attention to detail

- Ability to multitask and meet time-sensitive deadlines
• Professional demeanor with the ability to interact with individuals on a variety of levels
• Proficiency with MS Office.
• Experience in India-focused business or policy setting is a plus
• Ability to work 25-40 hours per week

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.