

Washington Spring Program Internship #11

US Chamber of Commerce, Political Affairs & Federation Relations

HI SPRINGIES

Here is a new internship that just came in. We've not had students at this division of the Chamber before but this looks like a very good opportunity. Please let me know if you apply. Thanks. – sl

POLITICAL AFFAIRS AND FEDERATION RELATIONS DIVISION

Internship Opportunity

Washington, DC

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.

Political Affairs and Federation Relations works closely with Chamber members to build awareness of top policy issues, generate grassroots momentum, and provide unique programs and services that lead to sustained involvement in our public policy process.

Institute for Organization Management is a professional development program for association and chamber executives. Presented by the U.S. Chamber of Commerce, 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.

Intern responsibilities:

- Assist with research, planning, and implementation of the Institute program

- Draft communications with Institute volunteers and participants
- Assist with the development of marketing pieces, publications, and program materials
- Provide member support by responding to inquiries through phone and e-mail
- Coordinate various communications, including creating and editing lists, drafting content, and completing mail merges
- Edit Web pages (training is provided)
- Work with two databases (Access and eShow) to pull information and lists and to update membership information
- Research events and opportunities for the Taft Project
- Attend and participate in weekly Institute team meetings

Qualifications:

Candidates must be a college junior or senior; business, communications, marketing, meeting planning, or related major. Interns must have excellent verbal, written, and customer service skills; knowledge of Microsoft Outlook, Word, Excel, Access, 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.

Email or fax application, resume, cover letter, and writing sample to Intern Coordinator at intern@uschamber.com. Application can be found on the Internship Opportunities page of the Chamber web site, www.uschamber.com.

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