**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.**

Please submit your application and resume to Shelby Parish at [sparish@uschamber.com](mailto:sparish@uschamber.com).