



Intern, Government Relations

Job Description

The Chicagoland Chamber of Commerce, with 1,000 members, is the region's most dynamic and effective business-for-business member organization. We drive public policy, programs, and communications as well as focus on delivering value for our members. We are seeking motivated, curious, and thoughtful individuals interested in learning more about public policy and government advocacy in the City of Chicago, Cook County, and Illinois State Capital. As a Chicagoland Chamber of Commerce intern, you are exposed to Chicago's top businesses and leaders and gain invaluable professional experience.

Position Summary

The Government Relations (or GR) Intern reports to the Manager of Government Relations and Public Policy and helps support the Vice President of Government Relations. This role will help the Government Relations Department advance the Chamber's Advocacy and Lobbying efforts in the City of Chicago, Cook County, and the State of Illinois.

Duties and Responsibilities

- Working with the Manager of Government Relations and Public Policy and the V.P. of Government Relations, monitor legislative actions in City Hall, Illinois General Assembly, and the Cook County Board of Commissioners,
- Conduct research on public policy and governmental issues and review legislative matters,
- Assist the GR Department in facilitating events and meetings,
- Help prepare documents for the GR Department and the various Committees therein,
- Craft both internal and external written communications to Chamber members, partners, or government officials, and
- Perform other tasks as assigned.

Qualifications

- Have a passion for public policy, government, or issues of importance to the business community,
- Be pursuing your Bachelor's Degree (third or fourth year preferred),
- Possess excellent written and verbal communication,
- Strong ability to multi-task and produce high-quality work under deadlines,
- Proficient in Microsoft Windows Suite software,
- Ability to have a flexible work schedule,
- Be able to work collaboratively with other team members,
- Be detail-oriented and able to edit work products, and
- Be able to work independently on projects.

This is a paid internship. Interns are expected to work a minimum of 15 hours per week for up to 6 months. We are happy to comply with any necessary reporting requirements your academic program or institution may require for purposes of receiving school credit.

To Apply

Please send your resume and cover letter to sbarnett@chicagolandchamber.org with the Position Title in the Subject Line.