



Public Policy Intern: September 2023 - December 2023

The Georgia Chamber of Commerce is Georgia's largest nonpartisan business advocacy organization. Our focus is on keeping, growing and creating new jobs as well as advancing economic development opportunities in our state. We have an aggressive, proactive approach to state policy issues, and we transcend regional boundaries to create a state-wide network of business leaders working to help Georgia's economy thrive.

Currently, we are offering a learning experience for one intern on the public affairs team. The intern will assist the public affairs team during the Fall 2023 school year.

Position Title: Public Policy Intern

Positions Available: One

Position Dates: September 2023 - December 2023 (flexible on actual start and end dates)

Hours: 20-24 hours per week

Prerequisites: Senior or Graduate student, Public Administration or related field or study

Behavioral traits, attitudes, and skills required:

The ideal candidate will:

- Have a proven track record of strong relationship building skills
- Demonstrate excellent written and verbal communication skills
- Be able to identify and provide the appropriate level of information to stakeholders
- Be able to organize large amounts of information, with high attention to detail
- Be positive and responsive with a high level of professionalism
- Trustworthy and respectful of Chamber mission
- Interest in policy and the legislative process

Duties & Responsibilities:

The primary purpose of the internship is to assist the public affairs team in their public policy research and data collection efforts.

Potential tasks associated with this include, but are not limited to:

- Research items related the Chamber initiatives
- Coordinate and prepare reports
- Assist with creation and distribution of electronic and print information per the direction of the public affairs teams
- Attend and staff events and policy committee meetings

Benefits:

- Parking and expenses reimbursed while on Chamber business
- Credit hours upon agreement and documentation by sponsoring institution
- A stipend of \$12 per hour, maximum of 24 hours per week to allow interns to gain valuable experiential education without sacrificing needed income.

To Apply:

Email the following information to jobs@gachamber.com. Applications will be accepted until Friday, August 25, 2023. We encourage you to submit your application as soon as possible.

- Resume and cover letter
- A reference from an instructor, advisor or other non-relative
- A brief writing sample of no more than two pages. This may be a business style writing sample, or selection from a longer piece written for class, a school newspaper, etc.