USCIB – Digital Intern

**Position:**
Digital Intern – New York Office

**Organization:**
United States Council for International Business

**Reports to:**
Will directly support policy leads in sustainable development while working with a team of other members of the policy department. 35-40% of time will be dedicated towards our Communications and Marketing lead, assisting with database cleanup and refining the distribution strategy of USCIB’s marketing materials.

**Duration:**
February 2020 to May 2020
Part-time – up to 20 hours / week

The United States Council for International Business (USCIB) actively serves on the front lines of global policy, representing the views of our membership base of the largest U.S. multinational businesses in Washington, New York, Geneva, Paris and elsewhere around the world. USCIB takes part in international policy discussions to advocate for effective self-regulatory, multi-stakeholder, and legislative solutions that affirm the essential role business plays in building a prosperous and sustainable global economy for all.

**Policy & Research:**
Recognizing that business participation is essential to effective realization of the UN Sustainable Development Goals, USCIB launched [businessfor2030.org](http://businessfor2030.org). The site showcases business’ past and continuing contributions to the sustainable development agenda.

USCIB is looking for a Business for 2030 intern to work in our New York City office. An internship at USCIB offers a unique opportunity to gain insights into international policy development and work with business leaders in a variety of sectors.

Tasks include, but are not limited to:

- Flagging case studies that need to be updated
- Researching and drafting business case studies for publication on [businessfor2030.org](http://businessfor2030.org)
- Corresponding with businesses and organizations to collect and/or update content
- Managing social media accounts related to the website
- Producing reports on website traffic and assisting with strategy to increase website visibility
- Providing general administrative support

**Communications & Marketing:**
USCIB’s Communications Director will work with the intern to refine USCIB’s distribution strategy of marketing materials, particularly with relation to USCIB’s Annual Report and quarterly *International Business* magazine.
Tasks include, but are not limited to:

- Using various databases to research appropriate individuals who should be receiving marketing materials—government representatives, media/press, leaders in the business community
- Building an excel spreadsheet of new marketing targets
- Create a new distribution strategy for marketing materials with appropriate tracking mechanisms and define goals and deliverables

**Qualifications:**

- Currently enrolled in an undergraduate program or equivalent experience
- Fluent in written and spoken English
- Excellent communication skills, especially written communication
- Proficient in MS Office, particularly with Excel and Word. Experience with Squarespace and Google Analytics preferred but not required
- Experience effectively running social media campaigns
- Strong organizational skills and attention to detail and meeting deadlines
- Able to work with limited supervision
- Familiarity with and interest in international business and policy. Preference will be given to candidates with demonstrated knowledge of the SDGs
- Experience combing through CRM systems

**Conditions:**

- Starting as soon as possible and through until the end of the Spring semester, with a possible option to extend
- Based in our New York City offices located close to Rockefeller Plaza
- Part-time schedule of up to 20 hours per week
- Stipend of up to $1500 (post-tax) available upon completion of the internship based on the quality of work

**To Apply:**

To apply, please send your resume, cover letter and short writing sample to resume@uscib.org by January 24, 2020.