



POSITION DESCRIPTION

<u>Position:</u>	Program Assistant, Tax
<u>Organization:</u>	United States Council for International Business
<u>Reports to:</u>	Vice President & International Tax Counsel, as a staff member of USCIB Policy & Program Department
<u>Location:</u>	Washington D.C. office

THE OPPORTUNITY – About USCIB

Founded in 1945, USCIB promotes open markets, competitiveness and innovation, sustainable development, and corporate responsibility, supported by international engagement and regulatory coherence. Its members include U.S.-based global companies and professional services firms from every sector of our economy, with operations in every region of the world. With a unique global network encompassing the International Chamber of Commerce, the International Organization of Employers and the Business and Industry Advisory Committee to the OECD, USCIB provides business views to policy makers and regulatory authorities worldwide and works to facilitate international trade and investment. More at www.uscib.org

POSITION SUMMARY

Supports the Vice President & International Tax Counsel on a variety of programs and projects involving the development and dissemination of USCIB policy positions, papers and meeting preparation and materials. Supports USCIB member engagement and development for the organization's Tax committees and provides general administrative assistance coordinating a variety of projects and events, including the Organization's annual tax conference, as well as providing administrative support for the Tax VP.

PRIMARY RESPONSIBILITIES

- Draft, proofread and edit various products including policy statements, press releases, blogs, letters, committee newsletters, presentations, final papers and formal comments/responses to U.S. government or multilateral institution invitations for comments on policy documents.
- Manage events/meetings (in-person, hybrid and fully virtual), including an annual 300+ person conference, related to the work of the Tax Committee and its subcommittees, task forces, and working groups. Duties will include but are not limited to, acting as the primary contact for the event logistics; contract negotiations with both the venue and outside vendors; processing/managing registrations, sponsorship outreach and coordination, and working in coordination with the VP and International Tax Counsel regarding setting the agenda and working with speakers, and preparing the materials for the event.
- Participate in internal USCIB planning meetings. Coordinate development of agendas for and participate in Tax Committee in-person meetings, committee webinars and conference calls.
- Develop content updates for relevant portions of the USCIB website, including the Tax Committee sections and policy committee profiles and event webpages, and coordinate and post relevant documents, ensuring that background and final papers are accessible.
- Provide general administrative support for the Vice President & International Tax Counsel including, but not limited to, scheduling of meetings & other calendar management; expense reporting; domestic & international travel arrangements; and internal/external correspondence.

- Enter and update committee member information in CRM database as necessary, including meeting participation, with ability to run up-to-date reports, rosters, and distribution lists for numerous active committees, as well as perform routine searches.
- Support membership department in new member recruiting efforts and member retention activities.

QUALIFICATIONS/EXPERIENCE

Bachelor's degree is required, as well as excellent oral and written communication skills in English. Must be computer proficient and have excellent proof-reading skills. Detail-oriented and have strong client-oriented interpersonal, administrative and organization skills. Interest in international business policy issues or international relations a plus.

BENEFITS

- This position is an outstanding opportunity for a highly motivated individual.
- The starting salary will be commensurate with candidate experience.
- Health, dental, vision, Rx, long-term disability, short-term disability, and life insurance
- Vacation, PTO, and holidays (and summer hours....2pm closings on Fridays)
- Matching 401(k)

Please send resume to resume@uscib.org