



Los Angeles Area
Chamber of Commerce

Public Policy Department

Type: Internship, Educational Credit Strongly Encouraged
Location: Downtown Los Angeles
Hours: Internship schedules schedule will be determined in consultation with the interns.
Interns must commit to working at least 16 hours per week.

Company Description

The Los Angeles Area Chamber of Commerce represents 1,650 businesses employing more than 700,000 employees throughout Southern California. Founded in 1888, the Chamber is the region's oldest and most respected business advocacy organization. The Public Policy Department develops and implements bipartisan advocacy strategies to promote economic growth and improve the quality of life in Southern California.

Job Qualifications

Qualifying interns must demonstrate strong research and writing skills, an ability to self-start and work independently on projects, solid team collaboration skills, excellent attention to detail and enthusiasm. Strong computer skills: proficient in Microsoft Word, Microsoft Excel and ability to learn website and date base maintenance. Public policy interns work directly under the Chamber's Public Policy Managers in coordination with the Vice President of Public Policy and the President/CEO.

Job Description

All interns in the Public Policy Department are exposed to a wide-range of people and issues that will help prepare him/her for a career in government, public affairs, politics and/or law. Specifically, an intern will get hands-on experience and gain knowledge of how advocacy and public policy are conducted via one of the region's oldest and largest non-profit, membership-based advocacy organizations. Primary duties include:

- Research and analyze important legislation and policy issues at all levels of government.
- Assist in developing advocacy programs and strategies on major policy initiatives.
- Meet and interact with business and civic leaders, elected officials and community stakeholders.
- Attend meetings at L.A. City Hall, County Board of Supervisors and other agencies/elected bodies.
- Assist staff with Chamber committee meetings, policy briefing, lobbying trips and special events.
- Work with staff on other special projects, as needed.

Please submit a cover letter, resume and a brief writing sample (1-3 pages, academic papers acceptable) to Shannon Cooper at scooper@lachamber.com.