2015 Dates
Spring 300 hours from January 12 – May 15 | Applications due by December 15, 2014
Summer 300 hours from May 18 – August 14 | Applications due by April 27, 2015
Fall 300 hours from August 24 – December 18 | Applications due by August 3, 2015

Background
The Las Vegas Metro Chamber of Commerce is the largest business organization in Nevada. Founded in 1911, the Metro Chamber has a strong legacy of protecting and strengthening the Southern Nevada business community, helping its member businesses grow and thrive and providing a voice for those businesses in local, state and federal government. The Metro Chamber advocacy and representation at all levels of government and helps to ensure a business-friendly climate in Southern Nevada.

The Metro Chamber’s Government Affairs Internship Program is a highly selective work experience program that positions its interns for success in government affairs work both in the region and across the country. Interns can expect to gain valuable insight into business advocacy, learn about the details of public policy work and build meaningful professional relationships.

Internship Statement
The Government Affairs Intern, together with the Government Affairs team, works to develop and maintain a business friendly climate in Southern Nevada. Interns should anticipate working 300 hours over one of three trimesters with flexible scheduling. Interns who successfully complete the requirements are eligible to receive a stipend, complimentary access to most Metro Chamber events and have qualifying miles-driven reimbursed.

Essential Functions/Objections
Responsibilities include, but are not limited to assisting staff with the organizing and operating of the Metro Chamber’s 14 policy committees, covering policy-oriented community meetings on behalf of the Metro Chamber, helping organize members to engage policy makers and preparing members to testify as needed, developing and maintaining government affairs-related database lists, interacting with members in a professional and courteous manner and attending and staffing government affairs-related Metro Chamber events.

Job Specifications
1. Currently enrolled in a degree-seeking program at college or university
2. A minimum GPA of 3.0
3. Intermediate proficiency in Microsoft Office Suite, high levels of Excel and Word proficiency are preferred
4. Excellent grammar, verbal and written communication skills
5. A desire to learn about and engage in Southern Nevada’s dynamic community
6. An interest in business issues
7. Self-starter with ability to work in a fast-paced office environment
8. Excellent customer service skills
9. Capable of maintaining sensitive/confidential information

Submit résumés to: RHamilton@LVChamber.com