The Information Technology Industry Council (ITI) is the premier advocacy and policy organization for the world’s leading innovation companies. ITI is seeking an Intern to join its Public Affairs team. The Public Affairs team manages ITI’s communications, marketing, membership, and events, as well as ITI’s partner organization for technical standards development, INCITS. This opportunity is located at ITI’s headquarters in Washington, DC. ITI is committed to attracting creative, talented, and energetic team members who represent the diverse communities that they advocate for. As a prospective and/or new employee, you will be required to comply with the company’s vaccination protocol.

**Your responsibilities:**
- Contribute to drafting press statements and other written communications materials, including regular newsletters, event collateral, and bi-weekly newsletter
- Monitor current events and compose news clippings
- Compile data and other information for research projects
- Coordinate and organize virtual and in-person trips and events; research and develop new ideas for new events
- Assist with ITI social media accounts (including Twitter and Facebook) and press lists
- Support ITI’s membership engagement and retention through communications, database management, and planning

**Your qualifications:**
- Pursuing an undergraduate degree focused on communications, political science, public policy, international affairs/relations, economics, technology policy (e.g., cybersecurity), relevant STEM (e.g., engineering, computer science), business, marketing, or a related field
- Demonstrated interest and knowledge of technology policy
- Open-source research, analytical, writing, editing, and verbal communication skills
- Familiarity with Microsoft Office 365 required

**Your intangibles:**
- Self-starter
- Emotional intelligence and interpersonal skills
- Organizational skills with the ability to handle multiple projects, prioritize competing priorities and meet deadlines
- Commitment to accuracy, detail, and follow-up
- Team player that works to build consensus
- Customer service-oriented; possess tact, diplomacy, good judgment and discretion, reliability, and professionalism

**HOW TO APPLY**

If you believe you meet the requirements, please submit a resume and cover letter to: careers@itic.org
ABOUT THE INFORMATION TECHNOLOGY INDUSTRY COUNCIL (ITI)

Originally founded in 1916 and globally headquartered in Washington, DC, the Information Technology Industry Council (ITI) is the premier advocacy and policy organization for the world's leading innovation companies. ITI advocates for public policies that advance innovation, open markets, and enable the transformational economic, societal, and commercial opportunities that our companies are creating. ITI members represent the entire spectrum of technology from internet companies to hardware and networking equipment manufacturers, to software developers. ITI’s diverse membership and expert staff provide a broad perspective and intelligent insight in confronting the implications and opportunities of policy activities around the world.

ITI is committed to attracting creative, talented, and energetic team members who represent the diverse communities that they advocate for. In addition to an open, friendly, and flexible work atmosphere, ITI offers employees a comprehensive health insurance and benefits package.

ITI is an Equal Employment Opportunity employer.