



POSITION DESCRIPTION

<u>Position:</u>	Policy and Program Associate, Digital Issues
<u>Organization:</u>	United States Council for International Business
<u>Reports to:</u>	Vice President of ICT Policy & Managing Director of Washington Office, 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 of ICT Policy & Managing Director of Washington Office on a variety of programs and projects involving the development and dissemination of USCIB policy positions, papers, and meeting preparation and materials related to the digital economy. Coordinates with appropriate USCIB policy managers to build cross-disciplinary consensus on digital trade issues, digitalization of customs, and digitalization related to energy, human rights, healthcare applications, and other non-tech disciplines. Provides general administrative assistance for the ICT Policy Committee and its Task Forces, coordinating a variety of projects and events, as well as provides administrative support for the running of the Washington office.

PRIMARY RESPONSIBILITIES

- Monitor US-EU Trade and Technology Council Working Groups relevant to ICT Policy Committee members' policy priorities, preparing regular written reports for members and helping to plan members-only briefings with U.S. Government officials.
- Coordinate with appropriate USCIB policy managers to build cross-disciplinary consensus on digitalization related to energy, human rights, healthcare applications, and other non-tech disciplines.
- Draft posts highlighting ICT Policy Committee policy-related initiatives, events, or participation in international conferences for Twitter and LinkedIn.
- Under Vice President's supervision, coordinate with USCIB Trade/Investment and Customs policy managers to build consensus and align messaging aimed at maximizing cross-border data flows and open markets for ICTs in the following international forums that will address digital trade, the digital economy, and/or e-commerce going forward the OECD, UNCTAD, APEC Digital Economy Steering Group (DESG); B20; and the WTO.
- Manage both large- and small-scale events/meetings (in-person, hybrid and fully virtual), including a biennial USCIB/Business at OECD/OECD Digital Economy Conference, as well as quarterly meetings of the ICT Policy Committee and monthly (or as needed) meetings of the Digital Cooperation Task Force and ITU Task Force.
- Preparation of materials for ICT policy committee meetings (e.g., agendas, participants lists).

- Preparation, organization, and e-mail distribution of meeting notices/materials to committee members and coordination of e-mail responses of same.
- Administration of virtual events/meetings using Microsoft Teams and Zoom Webinar software.
- Draft meeting summary for Vice President's review.
- Proofread/edit of policy statements and outgoing e-mails.
- Confirm final meeting attendance records in the CRM system and enter/update committee member information in the CRM database regularly.
- Update ICT Policy Committee portion of the website, including policy committee profiles and event webpages, and coordinate and post relevant documents, ensuring that background and final papers are accessible.
- Provide logistical support for in-person meetings, which may include registration, venue selection and coffee/food service.
- Support membership department in new member recruiting efforts and member retention activities.
- Provide support for the day-to-day management of the Washington office, including acting as point of contact for building management, supply orders, and office-related vendors.

QUALIFICATIONS/EXPERIENCE

Bachelor's degree or equivalent experience is required. Understanding through work experience and/or study of the cross-sectoral policy implications of the digital transformation of the economy. Excellent oral and written communication skills in English and proficiency with the Microsoft Office suite of applications. Must be detail-oriented and have strong interpersonal, administrative, and organizational skills. Experience with virtual meeting applications (e.g., Teams or Zoom) and social media would be pluses.

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