

Communications & Events Intern

Application deadline: Open until position is filled.

Position start date: Begin immediately.

Time commitment: 24-28 hours per week.

Compensation: Paid internship.

Organization Description

The US-China Education Trust (USCET) is a 501(c)(3) non-profit, non-partisan institution dedicated to promoting US-China relations by strengthening mutual understanding through education programs, including conferences, training workshops, exchanges, fellowship awards and nation-wide competitions in China and in the U.S.

Position Description

USCET seeks an enthusiastic and experienced intern to join its dynamic team. The intern will provide communication, event coordination, and administrative support to USCET's programs in the U.S. and China.

Responsibilities

1. Communication:

- **Conduct online communications** - Write blog-type updates for USCET website, draft new website text/pages, draft announcements and newsletters for partners, and other web-content;
- **Conduct social media communications** - Update USCET social media platforms including Facebook, LinkedIn, Weibo, and other portals;
- **Graphic/Publication design** - Design invitations, brochures, and other materials for programs and events. Candidates with graphic design experience will be STRONGLY considered;
- Draft and edit reports and other writings in support of USCET programs and operations.

2. Events and administrative support:

- Assist with event planning and travel logistical support related to fundraising and programs;
- Update and maintenance of USCET contact database and distribution lists;
- Assist with USCET office administration, including organizing and updating the USCET contact database and filing systems;
- Conduct other communication and administrative responsibilities as assigned.

Qualifications

- Undergraduate senior, recent graduate or master's degree candidate.
- Have at least 1 year of previous relevant work experience.
- Interest in public diplomacy, education exchanges, and international relations.
- Well organized with attention to detail and ability to carry out tasks independently.
- Chinese language knowledge is a plus, but not required.

How to apply

Application:

- Send cover letter, resume, and 2 short writing samples of three pages each to:
employment@uscet.org

Location:

- 2101 K Street, NW. Second Floor. Washington DC 20037